<u>Template for Credentialing Organizations Seeking a Public Member</u>

The kinds of information in this template will help prospective [1]Public Members determine their level of interest in being considered for a position on your board. So, please include as much as possible.

1. Description of your organization, including for example:
   a. mission statement
   b. Strategic plan

2. Public member role and responsibilities, including, for example:
   a. Role definition/job description/expectations
      i. Skills and experience sought (such as, experience with product or service, a history of public interest advocacy, experience serving on a board, etc.)
      ii. The organization's definition of "public member" [1]
      iii. Any prerequisites for appointment

3. Expected time commitment, including any required travel
   a. Length of term
   b. # of in-person meetings
   c. # of conference calls
   d. # of committee requested to serve on
   e. Schedule of meetings
   f. Financial support for travel, education, etc.

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[1] *Public Member— (I.C.E. Terminology doc)*
A representative of the consumers of services provided by a credentialed population who serves as a voting member on the credentialing body with all rights and privileges, including holding office and serving on committees. The public member should bring a perspective to the decision and policy-making of the organization that is different from that of credentialed individuals and should help to balance the organization's role in protecting the public while advancing the interests of the profession.

4. Board Code of Conduct, if applicable
   a. Confidentiality policy

5. Board Conflict of Interest Policy including, for example:

   a. Work for hire/Royalties
   b. Employment conflicts
   c. Service conflicts
   d. Relationship conflicts

Other considerations, including, for example:
- References
- Letter from Employer supporting the applicant's commitment of time
- Application questions
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