

Dear ICE Member:

A benefit of belonging to a professional membership organization is the opportunity to have a positive impact on the organization by serving in a leadership position. If you are a qualified candidate interested in sharing and honing your leadership skills, please:

- ✓ Complete the 2020 Call for Leadership Form
- ✓ Compile the required supporting documentation
- ✓ Email all materials to ICE headquarters at info@credentialingexcellence.org by **May 31, 2019**.

Nomination Requirements

Candidates must be employees of ICE Organizational or Sustaining member companies (additional ICE membership type restrictions may apply to specific leadership vacancies). Self-nominations are welcome.

To be considered for the 2020 ICE Leadership ballot, please email the following materials to ICE staff by May 31, 2019:

- ✓ **Completed Leadership Form for employees of eligible ICE member organizations**
- ✓ **CV of nominee**
- ✓ **Responses to the three questions included on the leadership form (responses can be recorded in a separate document)**

Election Process

Nominating Committee members will review all leadership forms received. Applicants should plan for the possibility of a 15-20 minute telephone interview with members of the Nominating Committee between **June 24-28, 2019**. Though the call will occur with two members of the Nominating Committee, the call will be recorded for all members of the committee to hear. The committee will select candidates for each vacancy for inclusion on the ballot, or for presentation to the appropriate committee for appointment.

Ballots will be emailed in July to the primary contact of all ICE Organizational and Sustaining members who will cast the vote for that organization. Candidates will be notified of the results in August. The results will be announced publicly and the leadership change will be effective at the 2019 ICE Exchange in San Diego, CA from November 18-21. The positions to be filled this year are listed below. The nomination form and position descriptions are included on the following pages.

Positions to be filled by ballot:

- Two (2) Elected Directors (3-year ICE Board term, to represent an Organizational member, one of these two must have a certification program accredited by the NCCA as required by ICE by-laws)
- One (1) Nominating Committee Member (2-year term, may represent an Organizational or Sustaining member)

Positions to be filled by appointment:

- One (1) Administrative NCCA Commissioner (3-year NCCA term, to represent an Organizational member with an NCCA accredited program) appointed by Board of Directors after Nominating Committee and NCCA Commission screening (per bylaws amendment May 2018)

Complete nominations must be emailed to info@credentialingexcellence.org by May 31, 2019.

(Appointed positions continued)

- One (1) Accreditation Services Council Member (3-year term, to represent an organization with a certification program currently accredited by the NCCA or ICE/IAS, or a certificate program accredited by ACAP) appointed by the Accreditation Services Council after Nominating Committee screening

Call for Leadership Form

This Nomination is for the position of:

- Two (2) Elected Directors (3-year ICE Board term, to represent an Organizational member, one of these two must have a certification program accredited by the NCCA as required by ICE by-laws)
- One (1) Elected Nominating Committee Member (2-year term, may represent an Organizational or Sustaining member)
- One (1) Appointed Administrative NCCA Commissioner (3-year NCCA term, to represent an Organizational member with an NCCA accredited certification program)
- One (1) Appointed Accreditation Services Council Member (3-year term, to represent an Organizational member with a certification program currently accredited by the NCCA or ICE/IAS, or a certificate program accredited by ACAP)

Nominee Name & Credentials: _____

Title: _____

Organization (no acronyms): _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Phone Number: _____ Time Zone: _____

Email Address: _____

Please attach a CV along with responses to the following questions (250-300 words per question):

1. How do your experience and qualifications align with the function and duty of the group for which you are applying (ICE Board, Nominating Committee, NCCA Commission, Accreditation Services Council)? Consider the position specifications and position description when preparing your response.
2. What are your reasons for wishing to contribute in this volunteer role to the group for which you are applying (ICE Board, Nominating Committee, NCCA Commission, Accreditation Services Council)?
3. What challenges do you believe ICE is currently facing? What challenges do you anticipate ICE confronting in the future?

The Nominating Committee will review nominees' CVs and responses to the three questions above. They will also schedule a 15-20 minute telephone interview with selected nominees between June 24 and 28, 2019. Applicants should note these dates on their calendars upon submitting their application. Candidates selected for the election ballot agree that their bio and responses to the three questions will be displayed on the ballot. Candidates on the ballot will have a final opportunity to review their bio and question responses prior to distribution to the voting membership. The ballot will be emailed to the primary contact of Organizational and Sustaining member organizations for a vote.

Complete nominations must be emailed to info@credentialingexcellence.org by May 31, 2019.

Candidates applying for appointed positions agree that their application materials will be shared with the members of the Council/Commission to which they are seeking appointment.

Please note: All elected board members and appointed NCCA Commissioners are strongly encouraged to attend the in-person meetings of the board and Commission held at the annual conference on November 18-21, 2019 in San Diego, CA. If you choose to run on the ballot for a board position, please plan to arrive at the conference a few days early. If elected or appointed, ICE will cover the cost of travel and hotel accommodations for the nights surrounding the scheduled meeting dates.

By signing below, applicants agree to the terms above, including but not limited to:

- Reserving June 24-28 for a potential 15-20 minute interview with members of the ICE Nominating Committee.
- Attending the board or NCCA meeting to be held directly preceding the 2019 ICE Exchange, November 18-21, 2019 in San Diego, CA.
- Acknowledging and understanding the time commitment, term length, and responsibilities required to fulfill the applied-for position.

Name of Applicant (Print) _____

Signature of Applicant _____

Date _____

Position: Elected Board Director

Term: 3 years (maximum of two consecutive terms)

Elected Directors to represent an Organizational member, one of these two must have a certification program accredited by the NCCA as required by ICE by-laws.

Position Specifications

- Experience in credentialing
- Leadership ability
- Commitment
- Critical, strategic, and innovative thinking
- Stewardship
- Policy Governance knowledge

ICE's Board of Directors has highlighted perspectives that it believes are underrepresented in its current composition. Though not required, the board is hopeful that individuals who meet all or some of the following criteria will consider applying:

- Executive-level experience
- Knowledge of accreditation standards
- International perspective
- Experience with research
- From an underrepresented industry and/or organization
- Government affairs experience

Position Description

Responsibilities and Expectations

- Review and understand the ICE Bylaws and policies
- Learn and understand the Policy Governance™ model and follow the policies and procedures as noted
- Assist officers in oversight of the management and direction of ICE
- Attend all scheduled meetings of the Board of Directors (virtual attendance is not permitted for live meetings), and be prepared to discuss the issues, having read the agenda and all background materials relevant to the agenda topics
- Serve as a resource to the ICE staff, committees, and other board members
- Represent ICE in a positive and supportive manner at all times
- Introduce membership needs and suggestions to the Board of Directors
- Assist in locating and developing funding sources for ICE
- Perform tasks as assigned by the Chair and/or Board of Directors
- Review and respond to all action and information requests from ICE
- Attend ICE events when possible
- Sign and abide by the Conflict of Interest statement

Complete nominations must be emailed to info@credentialingexcellence.org by May 31, 2019.

(Elected Board Director continued)

- Be guided by the ICE mission in all policy decisions
- Provide input and vote on board decisions
- Observe parliamentary procedures and display courteous and professional conduct in all board meetings
- Respect the opinions of peers and leave personal prejudices out of all meeting discussions
- Support all actions taken by the Board, even when in a minority position on such actions
- Maintain the confidentiality of board discussions
- Be willing to serve on a subcommittee of the Board of Directors (Finance or Governance)

Time Commitment

- Attend three in-person meetings a year: one in Washington, DC, another typically in Chicago, the third at the location of the ICE Annual Conference. Meetings are one to two days in length.
- Participate in four conference calls throughout the year.
- Service on a board subcommittee typically involves approximately six additional conference calls, requiring 5-7 hours of additional meeting or preparation time.

Position: Elected Nominating Committee Member

Term: 2 year (committee work takes place between April and August of each year)

Nominating Committee Member, to represent an Organizational member or a Sustaining member.

Position Specifications

The Nominating Committee performs work integral to the stability and growth of ICE. Qualified candidates must demonstrate as many of the following as is practicable:

- Connected in the credentialing community
- Willing and Able
- Connected to underrepresented industry
- Knowledge of ICE
- Previous experience
- Diversity across demographics and membership representation
- Able to maintain objectivity while evaluating candidates
- Committed to maintaining the confidentiality of all Nominating Committee business

Position Description

Specific Responsibilities

- Review all candidate responses to Call for Leadership and recruit additional candidates, if needed
- Interview candidates during the designated interview window
- Collaborate with other Nominating Committee members to develop a slate of qualified candidates for each vacancy
- Work with ICE staff to send ballot to eligible voters or the appropriate committee for appointment
- Conduct elections in compliance with applicable Bylaws, policies, and procedures

General Tasks

- Attend all meetings review all meeting materials and come prepared to contribute to the discussions
- Provide feedback on the Call for Leadership packet and position descriptions
- Identify and recruit qualified candidates, as needed
- Perform other tasks as assigned by the committee chair and/or committee

Time Commitment

- Three or four conference calls (one hour each) between April and June to prepare the election ballot, which is distributed in July.
- About three hours between April and May to review draft language via email and perform other preparatory tasks related to opening the Call for Leadership.
- About five hours in June to review candidate nominations and conduct phone interviews.

Complete nominations must be emailed to info@credentialingexcellence.org by May 31, 2019.



Position: Appointed NCCA Commissioner – Administrative Reviewer **Term: 3 years (maximum of two consecutive terms)**

Administrative NCCA Commissioner, to represent an Organizational member with an NCCA accredited certification program.

Position Specifications

Qualified candidates must demonstrate the following:

- Experience and/or knowledge of credentialing examination programs
- Leadership ability
- Commitment
- Critical & strategic thinking
- Knowledge of accreditation standards

Per a bylaws change effective May 2018, applications for this commissioner position will be screened by the Nominating Committee and then sent to the NCCA Commission and to the Board of Directors for an appointment decision. The NCCA Commission has highlighted perspectives that it believes are underrepresented in its current composition. Though not required, the Commission is hopeful that individuals who meet all or part of the following criteria will consider applying:

- Operations level experience
- Executive level experience
- International perspective
- From under represented organizations
- Government affairs experience

Position Description

Specific Responsibilities

- Contribute to defining the NCCA mission, policies, and procedures
- Carry out the functions of a Commissioner, as delineated by the NCCA in keeping with its bylaws, policies, and procedures
- Apply the NCCA Standards consistently when evaluating new and renewal accreditation applications and/or appeals

General Tasks

- Review NCCA accreditation applications from certifying organizations for their certification program(s) against NCCA Standards for the Accreditation of Certification Programs, using the NCCA Standards and online application forms and review templates
- Come to all meetings prepared to contribute to the discussions of issues and business at scheduled meetings, having read the agenda and all background materials

Complete nominations must be emailed to info@credentialingexcellence.org by May 31, 2019.

(Appointed NCCA Commissioner – Administrative Reviewer continued)

- Provide input and vote on accreditation decisions
- Answer credentialing organizations' questions about NCCA accreditation as they relate to NCCA Standards and NCCA Policies and Procedures
- Represent NCCA at the request of the ICE Executive Director, ICE Director of Accreditation Services, the NCCA Chair, or the Commission as a whole
- Review documents and correspondence generated by or on behalf of the NCCA
- Prepare articles and reports as needed
- Perform other related duties as required

Time Commitment

- Attend 3-4 meetings a year, as determined by ICE and the NCCA. Meetings are typically two days in length.
- Participate in conference calls scheduled as needed (approximately 8-9 calls annually)
- Prepare for meetings, including review of assigned applications for NCCA accreditation, which may require:
 - About 3 to 5 hours per application x 5 to 6 applications x 3 times a year; and
 - 2 hours to read meeting materials/agenda workbook x 3 meetings a year
- Allow an hour every few weeks to review and/or to respond to email correspondence

Position: Appointed Accreditation Services Council Member

Term: 3 years (maximum of two consecutive terms)

Accredited Program Representative, to represent an organization with one or more programs accredited by an ICE Accreditation Services component (NCCA, ACAP and/or ICE/IAS).

Position Specifications

- Experienced in credentialing
- Knowledge of accreditation standards
- Knowledge of best practices in accreditation
- Leadership experience
- Commitment
- Critical, strategic, and innovative thinking
- Understanding of ICE roles, purpose, and programs

Though not required, the Council welcomes applications from underrepresented industries and/or organizations.

Position Description

The Accreditation Services Council (Council) is established as a standing committee of the Institute for Credentialing Excellence (ICE). Through the Council, ICE offers a portfolio of accreditation services (ICE Accreditation Services Components) to meet the needs of members and stakeholder groups. The Council is tasked with addressing strategic issues related to accreditation, accreditation processes, and policies related to ICE Accreditation Services Components as specified in its [charter](#).

The Accreditation Services Council is composed of 10 voting members representing the Accreditation Services Components, Accredited Programs, other Stakeholders, the ICE Board of Directors, and a Public Member. At least one Accredited Program Representative will represent an organization with a certification program currently accredited by the NCCA.

Specific Responsibilities

- Provide strategic leadership to each ICE Accreditation Services Component as outlined in the Council [Charter](#).
- Conduct strategic planning and respond to strategic questions raised by the ICE Accreditation Services Components, ICE Board of Directors, and/or other ICE committees and staff.
- Analyze data and trend information related to accreditation best practices, accreditation standards development, and ongoing quality improvement.
- Monitor processes with the express purpose of streamlining workload
- Recommend quality assurance efforts, including but not limited to addressing customer service aspects such as messaging, transparency, consistency, and responsiveness.
- Advise the ICE Board regarding budgeting and resource allocation recommendations, legislative and regulatory issues, and marketing needs and initiatives related to Accreditation Services.
- Review and create external messaging related to ICE Accreditation Services Components and the value of accreditation to ensure consistency, accuracy, and relevance.

Complete nominations must be emailed to info@credentialingexcellence.org by May 31, 2019.

(Appointed Accreditation Services Council Member, continued)

General Tasks

- Make attendance at all meetings of the Council a high priority.
- Be prepared to actively contribute to the discussions at scheduled meetings, having read the agenda and all background material relevant to the agenda topics.
- Represent the perspective of programs accredited by ICE Accreditation Services Components.
- Sign and abide by the Conflict of Interest statement.
- Be guided by the ICE mission in all policy decisions.
- Be willing to serve on a committee, working group, or task force formed by the Council.

Time Commitment

- Attend 2-3 in-person meetings a year, typically one day in length. Reasonable travel expenses are reimbursed.
- Participation in 6-8 virtual meetings throughout the year, 60-90 minutes in length.
- Commit 1-2 hours monthly to prepare for discussions at either live or virtual meetings.
- Service on a committee, working group, or task force will involve additional meeting or preparation time.
- Service as an officer (Chair or Vice Chair of Council) will involve additional planning time.