



## **International Association for Continuing Education and Training Board Member Job Description and Expectations (Director)**

**Purpose:** A representative body of IACET membership and constituent groups that creates the Association's governing policies and strategic direction, promotes the Association and oversees and directs the activities of the organization to support IACET's mission.

**Mission Statement:** IACET's mission is to advance the global workforce by providing the standard framework for quality learning and development through accreditation.

### **\*Major responsibilities:**

- Provide strategic leadership and advice and oversee program planning and evaluation.
- Formulate the governance documents and oversee the activities of the organization according to its Bylaws and policies and procedures.
- Fulfill the fiduciary responsibility of the Association through financial management, including adoption and oversight of the annual budget, setting dues, providing for an outside audit of the fiscal records, reporting the fiscal affairs of the Association to members and setting the fiscal year of the Association.
- Promoting the Association.
- Participate in fundraising and outreach.
- Approve the contract of the Chief Executive Officer's and oversee the CEO's annual performance.

*\*Members of the Board share these responsibilities while acting in the interest of the Association. Each Board member is expected to make recommendations based on his or her experience and vantage point in the IACET community.*

**Length of term:** Three years for Directors.

### **Meetings and time commitment:**

- The Board of Directors meets twice a year (usually February/March and September) at a location identified by the Board and/or the CEO. Meetings typically last 1- 1 ½ days.
- The Board meets via teleconference throughout the year when an urgent vote is required.
- Committees of the Board meet monthly via conference call, depending on their respective work agenda.



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### **Expectations of Board members:**

- Attend and participate in all Board meetings on a regular basis and in special events as able.
- Chair and/or participate on committees and/or task forces as requested by the IACET Chairman.
- Share content expertise and knowledge and be alert to community concerns that can be addressed by IACET's mission, objectives and programs.
- Help communicate and promote IACET's mission and programs to the community.
- Be a fiduciary of the organization by helping to set, approve and manage strategic goals, policy, budget, external financial audits and programs.
- Ratify appointment of members to the IACET Council (ICSD) and Commission as recommended by the ICSD Consensus Body and the Commission Executive Committee and oversee the activities of the Council and Commission.
- Serve as an appeals body when there is a dispute regarding an organization's application or accreditation status, or when there is an unresolved objection to a public comment on revisions to the ANSI/IACET Standard or development of new ANSI/IACET standards.
- Be well versed in, and ensure compliance with, IACET's Bylaws and Policies and Procedures.
- Identify and develop future IACET leaders by recommending new Directors and volunteers to serve on committees and task forces.

### **Required knowledge, skills and abilities:**

- Knowledge of trends in continuing education and training and related matters.
- Demonstrated strategic leadership skills.
- Knowledge of current and emerging technology, ability to create and access documents using current technology tools.
- Strong oral/written communication and interpersonal skills.
- Experience in developing and/or facilitating adult education curriculum.
- Knowledge of the IACET Bylaws and Policies and Procedures.
- Knowledge of the current ANSI/IACET Standard and Accredited Provider programs.
- Prior volunteer experience within IACET.