



International Association for Continuing Education and Training OFFICER of the Board of Directors Job Description and Expectations Chairman of the Board

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of IACET to support the organization's mission and needs.

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.
- Promote the Association.
- Participate in fundraising and outreach.
- Approve the contract of the Chief Executive Officer's and oversee the CEO's annual performance.

**The Chairman is the chief presiding officer of the association and shall preside at all meetings of the members of the association, the Board of Directors and the Executive Committee. The Chairman is responsible for the oversight of the CEO and monitoring the CEO's implementation of the policies and activities established by the Board. Before assuming office, the candidate shall have completed one year on the Board of Directors within the preceding five years.*

Length of term for Officers: Two years

Required knowledge, skills and abilities:

- Knowledge of trends in continuing education and training and related matters.
- Demonstrated strategic leadership skills.
- Ability to work with other Board, Council, and Commission members, and debate differing viewpoints, in a professional and courteous manner.
- 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 or training curriculum.
- Knowledge of the IACET Bylaws and Policies and Procedures.
- Knowledge of the current ANSI/IACET Standard and Accredited Provider programs.

Meetings and time commitment:

- The Board of Directors meets twice a year (usually Fall/Spring) at a location identified by the Board and/or management company. Meetings typically last 1- 1 ½ days.
- The Board Executive Committee meets via teleconference monthly.
- The Board meets via teleconference throughout the year when an urgent vote is required.
- The Chairman and the CEO meet weekly/bi-weekly/monthly.
- Committees of the Board and the ICSD meet monthly via conference call, pending their respective work agenda.

Expectations of Chairman of the Board:

- Attend and preside over all meetings of the members of the association, the Board of Directors and the Executive Committee meetings on a regular basis, and special events.
- Chair and/or participate on committees and/or task forces.
- 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 and programs for IACET.
- Be well versed in and follow IACET's Bylaws and Policies and Procedures.
- Identify and develop future IACET leaders by recommending new Officers and Directors and individuals to serve on committees and task forces.