

Dear ICE Member:

A benefit of belonging to a professional, membership organization is the opportunity to serve in a leadership position to positively impact the organization's strength and direction. If you are a qualified candidate or know someone who is, please complete the following:

- ✓ Complete the 2016 Nomination Form
- ✓ Compile the required, supporting documentation
- ✓ Email all materials to ICE headquarters at info@credentialingexcellence.org by **June 5, 2015**

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 welcomed.

To be considered for the 2016 ICE leadership ballot, please email the following materials to ICE staff by June 5, 2015:

- ✓ **Completed Nomination Form for employees of eligible ICE member organizations**
- ✓ **CV of nominee**
- ✓ **Responses to the three questions included on the nomination form**

Election Process

Nominating Committee members will review all nominations received: Nominees should plan to have a 15 minute telephone interview with members of the Nominating Committee between 1 and 3 pm ET on June 16, 17, or 18. The Committee will select a slate of two candidates per vacancy for inclusion on the ballot.

Ballots will be e-mailed in July/August to the primary contact of all ICE Organizational and Sustaining members. Candidates will be notified of the results in September. The results will be announced publicly and the leadership change effective at the close of the Annual Business Meeting and Luncheon to be held Thursday, October 29, 2015 at the ICE Exchange in Portland, Oregon.

The positions to be filled by ballot election this year are listed below. The Nomination Form and position descriptions are included on the following pages.

Positions to be filled by ballot:

- (2) Elected Director (3-year ICE Board term, represents an Organizational member **or** an Organizational member with NCCA accredited programs)
- (1) Elected Director (3-year ICE Board term, represents an Organizational member with NCCA accredited programs)
- (1) Nominating Committee Members (1-year term, may represent an Organizational or Sustaining member)
- (1) Nominating Committee Members (2-year term, may represent an Organizational or Sustaining member)
- (1) Administrative NCCA Commissioners (3-year NCCA term, represents an Organizational member with NCCA accredited programs)

Complete nominations must be emailed to info@credentialingexcellence.org by June 5, 2015.

Position: Elected Director**Term: 3 years (maximum of two consecutive terms)****Position Specifications**

Qualified candidates must demonstrate the following:

- Experience in credentialing
- Leadership ability
- Critical and strategic thinking
- Commitment and stewardship to the industry

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

- Government and/or military experience
- Business, trade, or IT certification program experience

Position Description**Specific Responsibilities**

- Review and understand the ICE Bylaws and policies
- Learn and understand the Policy Governance™ model
- Assist officers in oversight of the management and direction of the association
- Participate in Board of Directors meetings and strategic planning
- Serve as resource to the headquarter staff, committees, and other Board members
- Represent this organization 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 the association
- Perform tasks as assigned by the Chair and/or Board of Directors
- Review and respond to all action and information requests from headquarter office
- Attend association events when possible

(Elected Director continued)

General Tasks

- Make attendance at all meetings of the ICE Board a high priority
- Be prepared to discuss the business addressed at scheduled meetings, having read the agenda and all background material relevant to the agenda topics
- Follow all ICE policies and procedures as noted in the Policy Governance™ model
- Sign and abide with the Conflict of Interest statement
- Be guided by the ICE mission in all policy decisions
- Provide input and vote on Board decisions
- Observe parliamentary procedures and display courteous conduct in all board meetings
- Respect the opinions of peers who serve and to leave personal prejudices out of all meeting discussions
- Support in a positive manner all actions taken, even when in a minority position on such actions
- Maintain the confidentiality of ICE Board discussions
- Be willing to serve on a subcommittee of the Board of Directors (Finance or Governance)

Time Commitment

- Attend 3 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
- Participation in 4 conference calls throughout the year
- Service on a Board subcommittee typically involves approximately 6 additional conference calls, requiring 5-7 hours of additional meeting or preparation time



Position: Elected NCCA Commissioner – Administrative Reviewer

Term: 3 years (maximum of two consecutive terms)

Position Specifications

Qualified candidates must demonstrate the following:

- Employee or volunteer of a certifying agency with an NCCA accredited program
- Experience and/or knowledge of credentialing examination programs
- Objectivity
- Conscientious, strong deadline orientation
- Ability to be a team player and build consensus
- Strong interpersonal skills
- Good verbal and written communication skills
- Excellent reading comprehension and analytical skills
- Strong attention to detail
- Discretion and thoughtfulness in handling sensitive/confidential matters

Position Description

Specific Responsibilities

- Contribute to defining the NCCA mission and policies and procedures
- Carry out the functions assigned as a Commissioner as delineated by the Commission consistent with the bylaws, policies, and procedures
- Consistently apply NCCA Standards to the evaluation of new and renewal accreditation applications and/or appeals

(Elected NCCA Commissioner – Administrative Reviewer continued)

General Tasks

- Review NCCA accreditation applications from certifying organizations for their certification program(s) against *NCCA Standards for the Accreditation of Certification Programs*, using NCCA Application form, Standards, 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 support materials relevant to the agenda topics
- 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 meetings a year as determined by ICE and the NCCA
- Participation in conference calls scheduled as needed (approximately 8-9 calls annually)
- Preparation for meetings, including review of assigned applications for NCCA accreditation, includes:
 - About 3 to 5 hours per application x 1 to 6 applications x 3 times a year; plus
 - 2 hours to read meeting materials/agenda workbook x 3 meetings a year; plus
 - 6 to 8 hours reviewing Annual Reports once a year
- Commit about an hour each to review applications for NCCA accreditation that are assigned to other Commissioners
- Allow an hour every few weeks to review and/or to respond to email correspondence

Position: Elected Nominating Committee Member

Term: 1 year and 2 years (committee work takes place between April and August)

Position Specifications

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

- Previous experience with a governing board
- Familiarity with the ICE/NCCA mission, vision, values and goals
- Objectivity and discernment
- Discretion and thoughtfulness in handling confidential materials

Position Description

Specific Responsibilities

- Review all candidate responses to Call for Leadership and recruit additional candidates if needed
- Interview candidates
- Develop slate of qualified candidates for each vacancy: Work with ICE staff to send ballot to eligible voters
- Conduct elections in compliance with applicable Bylaws, policies, and procedures

General Tasks

- Attend all meetings, and come prepared to contribute to the discussions
- Edit 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

- Attend 3-4 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

Nominated for the Position of:

- Elected Director (3-year ICE Board term, represents one Organizational member)
- Elected Director (3-year ICE Board term, represents one Organizational member with NCCA accredited programs)
- Nominating Committee Member (1-year term, may represent an Organizational/Sustaining member)
- Nominating Committee Member (2-year term, may represent an Organizational/Sustaining member)
- Administrative NCCA Commissioner (3-year NCCA term, represents an Organizational member with NCCA accredited programs)

Nominee & 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. What is your perception of the function of the ICE Board, NCCA Commission, or Nominating Committee? (You only need to respond for the group for which you are applying)
2. What are your reasons for wishing to contribute to the ICE Board, NCCA Commission, or Nominating Committee in this volunteer role?
3. Please read the position description and time commitments for the position for which you are applying. What constraints on your time or service might you anticipate?

The Nominating Committee will review nominees' CVs and responses to the three questions above. They may also schedule a 15 minute telephone interview with the nominee between 1 and 3 pm ET on June 16, 17, or 18. Two candidates will be selected for the election ballot on which the candidate's bio and responses to the three questions will be displayed. The ballot will be emailed to the primary contact of Organizational and Sustaining member organizations for vote. Candidates on the ballot will have a final opportunity to review their bios and question responses prior to distribution to the voting membership.

Please note: All elected Board members are strongly encouraged to attend the in-person meetings of the Board held at the annual conference October 27-30, 2015 in Portland, Oregon. If you choose to run on the ballot for a Board position, please plan to arrive at the conference the evening of Saturday, October 24th. If elected, ICE will cover the cost of travel and hotel accommodations for the nights surrounding the scheduled meeting dates.

Complete nominations must be emailed to info@credentialingexcellence.org by June 5, 2015.