

Call for 2024 I.C.E. Leadership

Dear I.C.E. Member:

A benefit of belonging to I.C.E. is the opportunity to have a positive impact on the credentialing community by serving in a leadership position. If you are interested in sharing your leadership, vision, and expertise to make a positive impact on the future of credentialing, please **email the following materials to info@credentialingexcellence.org by May 31, 2023:**

1. Current CV and Biography
2. Completed Leadership Application (provided below)
3. Responses to the eight questions listed below (please provide responses in a separate document)

It is important to I.C.E. that all members are able to easily apply for a leadership position. Please email I.C.E. staff at info@credentialingexcellence.org identifying any accommodations or requirements you may need.

2024 Open I.C.E. Leadership Positions

A description of each position is provided in this packet after the leadership application.

OPEN ELECTED POSITIONS

Available Positions	Position Name	Position Requirements	Initial Term Length
1	I.C.E. Board Director, At-Large	Organizational or Accredited Organizational Member	3 years*
1	I.C.E. Board Director, Sustaining Member Representative	Sustaining Member	3 years*
1	I.C.E. Board Director, Public Member	Represents consumer or public perspective	3 years*
1	I.C.E. Nominating Committee Member	Organizational, Accredited Organizational or Sustaining Member	2 years

OPEN APPOINTED POSITIONS

Available Positions	Position Name	Position Requirements	Initial Term Length
1	Certification Services Council Member	Currently holds the ICE-CCP credential	3 years
1	NCCA Administrative Commissioner	Organizational member with an NCCA accredited program	3 years

* All elected I.C.E. Board Members are required to attend the in-person I.C.E. board meeting held directly preceding the I.C.E. Exchange on October 24-27, 2023, in Colorado Springs, CO, as the board's guest. I.C.E. will cover the cost of travel and hotel accommodations for the night(s) of the scheduled meeting dates.

NOTE: Public Member vacancies for both the Accreditation Services Council (ASC) and National Commission for Certifying Agencies (NCCA) will be posted separately at a later date.

NOMINATION PROCESS FOR ELECTED POSITIONS

The I.C.E. Nominating Committee will review all leadership applications received by the May 31, 2023 deadline.

Elected position applicants should plan to participate in a 30-minute virtual interview with members of the Nominating Committee between **June 20-30, 2023**. Applicants should note these dates on their calendars upon submitting their application. The interview will occur with two or more members of the Nominating Committee and will be recorded for all committee members to review. The committee will select candidates for each vacancy for inclusion on the I.C.E. election ballot.

An electronic ballot will be distributed by email in July 2023 to the primary contact of all I.C.E. Organizational and Sustaining members who will be responsible for casting one vote on behalf of their organization.

NOMINATION PROCESS FOR APPOINTED POSITIONS

The I.C.E. Nominating Committee will review all appointed leadership position applications by the May 31, 2023 deadline. The Committee is responsible for conducting an initial qualification screening of each application and forwarding qualified applicants to the corresponding body for consideration. Individuals applying for appointed positions should plan to participate in a 30-minute interview with members of the I.C.E. body they are seeking to join during the months of June or July 2023.

The Certification Services Council (CSC) members will interview candidates for the CSC vacancy and manage the appointment of the new member.

NCCA members will interview candidates for the NCCA Administrative Commissioner vacancy, although the NCCA Administrative Commissioner is appointed by the I.C.E. Board of Directors.

NOTIFICATION PROCESS

Candidates will be notified of the results no later than September 30, 2023. The results will be announced publicly in October 2023 at the I.C.E. Exchange, and the elected and appointed individuals will begin their term on January 1, 2024.

Call for Leadership Application

Select up to three positions and rank them by your preference. To rank the positions, insert the number 1, 2, or 3 in the blank space before each position, with number 1 being your top choice. Individuals will be recommended for no more than one position.

Elected Positions

___ I.C.E. At-Large Board Director, representing an Organizational or an Accredited Organizational member

___ I.C.E. Sustaining Member Board Director, representing a Sustaining member

___ I.C.E. Public Member Board Director, representing a consumer or public perspective

___ I.C.E. Nominating Committee Member, representing an Organizational, Accredited Organizational or Sustaining member

Appointed Positions

___ Certification Services Council Member, representing an individual who currently holds the ICE-CCP credential

___ NCCA Administrative Commissioner, representing an Accredited Organizational member

Contact Details

Applicant Full Name and Credentials: _____

Organization (no acronyms): _____

Title: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone Number: _____ Email Address: _____

Please attach a bio and CV along with responses to the following questions (300 word limit per question):

1. What are your reasons for wishing to volunteer in the role(s) for which you are applying?
2. What volunteer activities have you been involved in with I.C.E. and/or the credentialing community at-large?
3. What leadership experience or strategic and innovative thinking experience do you have?
4. What challenges or opportunities do you believe I.C.E. is currently facing? What challenges or opportunities do you anticipate I.C.E. confronting in the future?
5. What are some examples of ways you or your organization have supported or contributed to diversity, equity, and inclusion in credentialing?
6. Do you have a potential conflict of interest in your current professional role or another volunteer role that could affect your capacity to serve in any of the positions for which you are applying? If so, please disclose.
7. What other qualifications and experiences relevant to the role(s) for which you are applying (e.g., experience with accreditation standards, research experience, international issues) would like to share?
8. I.C.E. welcomes and respects the unique perspectives, opinions, and experiences of each I.C.E. member, as this is a pillar of our ability to serve our stakeholders. What experience or perspective can you offer to I.C.E. that you feel may be under-represented?

Ballot Process

Candidates selected for the election ballot agree that their bio and responses to the above questions will be displayed on the ballot. Candidates on the ballot will have a final opportunity to review their bio and responses prior to distribution to the voting membership. The ballot will be emailed to the primary contact of Organizational, Accredited Organizational, and Sustaining member organizations for a vote.

Individuals applying for an appointed position agree that their application materials will be shared with the members of the corresponding CSC or NCCA, who will manage the interviews and appointment after the Nominating Committee has completed the initial application review.

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

- Reserving June 20-30, 2023 for a potential 30-minute virtual interview with members of the I.C.E. Nominating Committee (elected positions) or
- being available for a 30-minute virtual interview with members of the corresponding I.C.E. body for which they are applying in June/July 2023 (appointed positions)
- Providing I.C.E. staff with a professional headshot by July 7, 2023, if selected to be placed on the ballot (all positions)
- Acknowledging and understanding the time commitment, term length, and responsibilities required to fulfill the applied-for position(s) (all positions)
- Attending the I.C.E. Board meeting to be held directly preceding the I.C.E. Exchange, October 24-27, 2023 in Colorado Springs, CO (Board Member Candidates)

Name of Applicant (Print) _____

Signature of Applicant _____

Date _____

Please email all required materials to info@credentialingexcellence.org by May 31, 2023.

Position: Elected I.C.E. Board Director

Term: 3 years (maximum of two consecutive terms)

Elected Directors representing an I.C.E. Organizational or Accredited Organizational Member.

Position Specifications

- Credentialing experience
- Executive/Leadership experience
- Critical, strategic, and innovative thinking

I.C.E.'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 apply:

- Knowledge of/experience with accreditation standards
- International experience
- Experience with research and/or government affairs/legislative experience
- From an underrepresented demographic and/or sector
- Diversity of thought

Position Description

Responsibilities and Expectations

- Review and understand the I.C.E. Bylaws and policies and procedures.
- 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 I.C.E.
- Attend all scheduled meetings of the Board of Directors (virtual attendance is not permitted for in-person meetings), and be prepared to actively participate and fully engage during the meetings.
- Serve as a resource to the I.C.E. staff, committees, and other Board members.
- Always represent I.C.E. in a positive and supportive manner.
- Introduce membership needs and suggestions to the Board of Directors.
- Assist in locating and developing funding sources for I.C.E.
- Perform tasks as assigned by the Chair and/or Board of Directors.
- Review and respond to all action and information requests from I.C.E.
- Attend I.C.E. events when possible.
- Sign and abide by the Conflict of Interest statement.
- Commitment to board responsibilities and the credentialing community.
- Be guided by the I.C.E. 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 (e.g., Finance or Governance).

Time Commitment

Serving on the Board includes the following time commitment for attending meetings. While not required, Board members are also strongly encouraged to attend the I.C.E. Exchange.

- Attend two (2) in-person meetings a year: one in Washington, D.C. (typically 2 days), the second at the location of the I.C.E. Exchange (1 day).
- Participate in five (5) Board conference calls throughout the year: 60-90 minute meetings with 1 hour preparation time (10-12.5 hours).
- Serve on a board subcommittee, requiring approximately seven (7) additional virtual meetings: 1 hour meeting with 1 hour preparation time (14 hours).

Note: All elected I.C.E. Board Members are required to attend the in-person I.C.E. board meeting held directly preceding the I.C.E. Exchange on October 24-27, 2023 in Colorado Springs, CO. If elected, I.C.E. will cover the cost of travel and hotel accommodations for the nights of the scheduled meeting dates. A board orientation will be held virtually beforehand.

Position: Elected I.C.E. Nominating Committee Member

Term: 2 years (committee work takes place between March and August)

Nominating Committee Member to represent an I.C.E. Organizational member, Accredited Organizational member, or a Sustaining member.

Position Specifications

The Nominating Committee performs work integral to the stability and growth of I.C.E. Qualified applicants must demonstrate as many of the following characteristics as is practicable:

- Connected in the credentialing community
- Connected to an underrepresented industry
- Familiarity with I.C.E., NCCA, and the Accreditation Services Council (ASC)
- Previous credentialing industry volunteer experience
- Diversity across demographics and membership representation

Position Description

Specific Responsibilities

- Recruit candidates for open positions.
- Review all candidate responses to Call for Leadership.
- Interview elected position candidates during the designated interview window.
- Conduct an initial evaluation of all appointed position candidates to ensure they are qualified.
- Collaborate collegially with other Nominating Committee members to select a slate of qualified candidates for each elected vacancy.
- Conduct elections in compliance with applicable I.C.E. Bylaws, policies, and procedures.
- Able to maintain objectivity while evaluating candidates.

General Responsibilities

- 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.
- Perform other tasks as assigned by the committee chair and/or committee.
- Sign and abide by the Confidentiality and Conflict-of-Interest statement.

Time Commitment

- Four (4) conference calls (1 hour each) between March and June to prepare the election ballot, typically distributed in July.
- Approximately three (3) hours between April and May to review documents via email and perform other preparatory tasks related to opening the Call for Leadership.
- Approximately five (5) hours in June to review candidate nominations and conduct virtual interviews.



Position: Appointed Certification Services Council Member

Term: 3 years (maximum of two consecutive terms)

Position Specifications

Individuals who hold the ICE-CCP credential and meet all or some of the following criteria should consider applying:

- Credentialing experience
- Executive/Leadership experience
- Critical, strategic, and innovative thinking
- Knowledge of/experience with accreditation standards
- From an underrepresented industry sector and/or demographic

Position Description

The Certification Services Council (CSC) is established as a standing committee of the Institute for Credentialing Excellence (I.C.E.). The CSC is empowered by the I.C.E. Board of Directors and I.C.E. Bylaws to provide oversight and governance for the I.C.E. certification program.

Through the CSC, I.C.E. offers the I.C.E. Certified Credentialing Professional (ICE-CCP) certification program. The CSC shall be the official body for establishing and enforcing all I.C.E. certification policies and procedures. The CSC is solely responsible for all essential decisions related to the development, administration, and ongoing maintenance of the certification program. For further information, please refer to the Council Charter, available [here](#).

The CSC is dedicated to ensuring a diverse composition of individuals to serve on the Council.

Council Composition

The I.C.E. CSC shall be composed of a minimum of nine (9) and not more than eleven (11) voting members. One member of the I.C.E. Board of Directors shall be appointed annually by the I.C.E. Board to serve on the CSC as a non-voting member.

Qualifications

Voting membership of the CSC shall be representative of the certification program constituency and determined as follows.

- Certificant Representatives (Certified Members):
 - At least two members whose role is primarily in the domain of governance and resources
 - At least two members whose role is primarily in the domain of credentialing program operations
 - At least two members whose role is primarily in the domain of assessment development and validation
 - At least one certified member who is not an I.C.E. member
- At least one member who has experience working in or with NCCA-accredited certification programs
- Public Member: At least one member who represents the public or non-employer consumer of certified services

General Tasks

- Make attendance at all meetings of the Council a high priority.

- Actively contribute to discussions, having read the agenda and all background material relevant to the agenda.
- Sign and abide by the Confidentiality and Conflict-of-Interest statement.
- Be guided by the I.C.E. mission in all policy decisions.
- Be willing to serve on a committee, working group, or task force formed by the Council.

Time Commitment

- Participation in monthly virtual meetings throughout the year, 60-90 minutes in length.
- Commit 1-2 hours monthly to prepare for discussions at meetings.
- Service on a Council subcommittee, working group, or task force will involve additional meeting or preparation time.
- Service as a Council officer (Chair or Vice Chair of Council) will involve additional planning time.



Position: Appointed NCCA Administrative Commissioner

Term: 3 years (maximum of two consecutive terms)

NCCA Administrative Commissioner to represent an Organizational member with an NCCA accredited certification program (Accredited Organizational Member).

Position Specifications

Qualified candidates must demonstrate the following:

- Experience and/or knowledge of certification programs
- Executive/Leadership experience
- Critical, strategic and innovative thinking
- Knowledge of/experience with accreditation standards

NCCA has highlighted the desired experiences that it believes are underrepresented in its current composition.

Applicants are not required to have experience in each area. NCCA is hopeful that individuals with all or some of the following experiences will consider applying:

- Operations level experience
- From an underrepresented industry or organization
- International credentialing experience

Position Description

Specific Responsibilities

- Commitment to the credentialing community.
- Maintain confidentiality of NCCA activities.
- Contribute to establishing and maintaining the NCCA standards, mission, policies, and procedures.
- Carry out the functions of a Commissioner as delineated by NCCA.
- Apply the NCCA standards consistently when evaluating new and renewal accreditation applications and appeals.
- Evaluate compliance with the NCCA standards.
- Recognize programs that demonstrate compliance with the NCCA standards.
- Monitor and enforce continued compliance with the NCCA standards.
- Serve as a resource on quality certification practices.

General Tasks

- Review NCCA accreditation applications against NCCA Standards for the Accreditation of Certification Programs.
- Attend scheduled meetings prepared to contribute to the discussions having read the agenda and materials.
- 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 I.C.E. Executive Director, I.C.E. 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 in-person or virtual meetings a year, each typically 2 days in length (reasonable expenses are reimbursed).
- Participate in conference calls (approximately 8-9 calls annually).
- Allow one hour every few weeks to review and/or to respond to email correspondence.
- Prepare for meetings, including review of assigned applications for NCCA accreditation, which may require:
 - a. About 3 to 5 hours per application, and there will be around 5 to 6 applications to complete, 3 times a year; and
 - b. 2 hours to review meeting materials/agenda workbook, 3 times a year