

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

Director

Purpose: A representative body of IACET's membership and constituent groups that governs the organization and provides the CEO with strategic direction, promotes Accreditation, Standards Development, and supports the mission, vision, and value proposition.

Vision: A World that Learns Better

Mission Statement: We accredit providers around the world that deliver quality learning and inspire continuous improvement.

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, providing for an outside audit of the fiscal records, reporting the fiscal affairs of the organization to members and setting the fiscal year of the organization.
- Promote IACET, its Standards, and its Accreditations.
- 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 for Directors: Three years

Required knowledge, skills, and abilities:

- Knowledge of trends in continuing education and training and related matters.
- Demonstrated leadership and governance 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 people skills.
- 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 annually in person. The Spring and Fall meeting locations are designated by the CEO. Meetings typically last between one and one-and-a-half days.

- Upcoming Confirmed Board Meeting Dates
(Dates and locations are subject to change.)
 - **2026 Fall** - St. Louis, MO - October 29-30
 - **2027 Spring** – Tempe, AZ - May 20-21
 - **2027 Fall** - Ft. Lauderdale, FL - September 16 – 17
 - **2028 Spring** – Denver, CO – April 27-28,
 - **2028 Fall** – Indianapolis, IN - September 14-15

- Additional Board meetings may be conducted virtually as needed. Virtual Board meetings are generally scheduled for no more than two hours and are typically convened when urgent Board action or voting is required.
- Committees of the Board meet virtually on a quarterly basis

Expectations of Director:

- 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 Chair.
- Share content expertise and knowledge and be alert to community concerns, which can be addressed by IACET’s mission, objectives, and programs.
- Help communicate and promote IACET’s mission and programs to the industry.

- Be a fiduciary of the organization by helping to set, approve and manage strategic goals, policy, budget, external financial audits, and programs.
- Be well versed in, and ensure compliance with, IACET's Bylaws and Policies and Procedures.
- Read all Board materials prior to Board meetings to ensure preparedness and informed participation.