



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 or purpose statement: IACET's mission is to promote and enhance quality in continuing education and training (CE/T) through research, education and the development and continuous improvement of criteria, principles and standards. Our history includes development of the original Continuing Education Unit (CEU) and creation and maintenance of the ANSI/IACET Standard for Continuing Education and Training.

***Major responsibilities:**

- Strategic leadership and organizational advisement; oversight of program planning and evaluation.
- Formulation and oversight of policies and procedures.
- Financial management, including adoption and oversight of the annual budget.
- Promotion of the organization.
- Fundraising and outreach.
- Evaluate the IACET management company's performance annually and on an as-needed basis as requested by the appropriate board members, committees, or task forces; approve contracts for management companies.

**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: Two years for Officers

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 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 your 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.

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.
- Working knowledge of the current ANSI/IACET Standard and Accredited Provider program.
- Strong oral/written communication and interpersonal skills.
- Experience in developing and/or facilitating adult education curriculum.