



ACCREDITATION COUNCIL JOB DESCRIPTION

Date: March 22, 2007
Position: Accreditation Council Member
Status: Volunteer
Reports to: Chief Executive Officer and Accreditation Program Manager

Committee Summary:

The AEE Accreditation Program is the responsibility of the Accreditation Council (Council). The Council was established by the AEE Board of Directors, and the Board of Directors has delegated the oversight of and responsibility for the Council to the Chief Executive Officer of AEE (CEO). The CEO has final overall authority for the Accreditation Program.

Committee Structure:

- The Council consists of 12 voting members approved by the CEO.
- While individual members of the Council do not represent specific constituent groups, knowledge of technical activities listed in the *Manual of Accreditation Standards for Adventure Programs* should be represented. Positions on the Council ideally are filled by individuals with special expertise in various disciplines such as law, medicine, education, social work, counselling, psychology, child development, etc.
- The AEE Accreditation Program Manager is a non-voting, ex-officio member of the Council.
- Council members are appointed for a term of three years and may serve up to three consecutive terms.
- Officers of the Council are the Chair, Vice Chair, Secretary and Treasurer. The officers are elected by the Council at its fall meeting for a one-year term beginning at the end of the fall meeting.

Essential Committee Member Functions:

The Council is empowered by the CEO to design, monitor, and promote the Accreditation Program for organizations offering adventure-based experiential education programming and services. The Council must operate in accordance

with CEO approved operating procedures. Specifically, the duties and essential functions of the Council are:

- set policies for the Accreditation Program for organizations offering adventure-based experiential education programs and services in cooperation with the CEO;
- develop, adopt, maintain, evaluate and revise standards;
- grant or deny accredited status in accordance with Accreditation Program policies;
- facilitate the development of educational materials for adventure-based experiential education organizations;
- establish policies and procedures for the selection, training and evaluation of volunteer personnel to conduct the accreditation process;
- develop and monitor strategic and marketing plans to guide evaluation and promotion of the Accreditation Program; prepare and provide an annual report to the CEO which includes an assessment of the activities of the past year and projections and recommendations for the next year.

Time Commitment

- Approximately 100 hours per year
- Attend two meetings per year (May and November)
- Review agenda and other paperwork (i.e., liaison reports, financial statements, etc.) prior to each meeting
- Serve as a liaison to one or more accredited programs and follow through on all liaison duties associated with those programs
- Serve on at least one standing committee (Standards or Governance)
- Serve on ad-hoc committees or task forces, as needed.

Qualifications

- At least 10 years of field experience in the field of adventure-based experiential education; preferred five years administrative experience, or equivalent.
- Accreditation Council Members must be a member of AEE.
- An identified area of expertise in the field of adventure-based experiential education *or related discipline*.
- Working knowledge of the *Manual of Accreditation Standards for Adventure Programs*, (successful completion of an accreditation program reviewer training and experience as a program reviewer are preferred).
- Ability to work constructively as a member of the council.
- Ability to attend semi-annual meetings of the council.
- Willingness to volunteer the time needed to serve on the council (approximately 100 hours per year).
- Ability to conform to AEE's ethical guidelines and represent AEE with integrity and professionalism.