

International Accreditors for Continuing Education and Training Council for Standards Development Job Description and Expectations

Council Member

Purpose: The IACET Council for Standards Development (ICSD) acts on behalf of the IACET Board of Directors to oversee the standards development process to ensure that IACET standards development policies and procedures are followed and that all the ANSI Essential Requirements are met.

Vision: A World that Learns Better

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

Overview:

The ICSD shall meet regularly and set directions for the Standards Development Committees, review the work status and schedule, and make modifications to the priorities as required. The ICSD shall review, and update as applicable, the standards development policies and procedures on a regular basis, but at least annually. The responsibilities of the ICSD shall include the complete operation of the standards development process according to adopted procedures. The ICSD shall work with the Council and Consensus Body Liaison and the various committees, subcommittees and task groups who develop standards.

Responsibilities:

- Maintenance of IACET's accreditation as an SDO by ANSI;
- Establishment of the scope and breadth of the standards development work;
- Coordination of the standards development technical work;
- Review of the need to expand the standards development work into new fields on a regular basis;
- Development of standards development committee(s) (SDC) including work-scope and priorities;
- Appointment of the Chair and members of an SDC;
- Approval of all new work items including the specific wording for title and scope;
- Communication with the Council and Consensus Body Liaison with regards to resources required to carry out the standards development work;
- Monitoring the standards development work and communication with the Council and Consensus Body Liaison on the progress;
- Review of the procedures followed by the SDC when developing standards;
- Approval of all final actions taken by the SDC;
- Establishment of templates for standards development work;
- Establishment of drafting rules and the format of IACET standards;
- Maintenance of this standards development policy and procedures manual;
- Appeals of decisions made by the SDC;

- Responding to interested parties on questions or points raised on the standards development process;
- Coordination with experts when required for the standards development process;

Members of the ICSD share these responsibilities while acting in the interest of the Association. Each ICSD member is expected to make recommendations based on his or her experience and vantage point in the IACET community.

Length of term for Council Members: 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 Council Board 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 Standards Development Policies and Procedures.
- Knowledge of ANSI Essential Requirements
- Knowledge of the current ANSI/IACET Standard and Accredited Provider programs.

Meetings and Time Commitment:

- The ICSD meets monthly via a virtual meeting.
- Sub-committees of the ICSD meet at a cadence conducive to project requirements, but in general, no more than twice monthly

Expectations of Council Member:

- Attend and participate in all Council meetings on a regular basis and in special events as able.
- Participate on sub-committees and/or task forces as requested by the ICSD 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 well versed in, and ensure compliance with, IACET's Standards Development Policies and Procedures, IACET's Bylaws and IACET's Policies and Procedures.
- Be well versed in, and ensure compliance with ANSI's Essential Requirements