



To: Accredited Institutions, Accredited Programs, and Other Interested Parties
From: India Y. Tips, Interim Executive Director, ABHES
Date: September 18, 2018
Subject: Call for Commissioner Nominations

Call for ABHES Commissioner Nominations

This Call for Nominations from the Accrediting Bureau of Health Education Schools (ABHES) is for one commissioner seat to be appointed by the Commission to fill the current vacancy of the Commissioner-At-Large seat. The term will begin December 10, 2018, and end on June 30, 2021. The Commissioner Nominating Committee invites you to nominate yourself or other qualified individuals for the positions described below. **Interested individuals must complete and return the required documents by October 15, 2018, to elections@abhes.org.**

Description of Open Appointed Commissioner Seat

Bylaws Section 4.6.1. Categories and Qualifications of Appointed Commissioners.¹

Commissioner-at-Large (1 open seat).

The Commission is seeking either

- (1) a practitioner (further defined below) in the field of Medical Assisting, Medical Laboratory Technology, or Surgical Technology; or
- (2) an individual with significant experience in workforce training both from a policy and implementation point of view.

Practitioner in Specialty Area.

Must be currently or recently directly engaged in a significant manner as a health-care related specialist in a field for which ABHES is recognized as a programmatic accreditor by the Secretary of the U.S. Department of Education.

Requirements and Responsibilities of an ABHES Commissioner

In order to conduct ABHES business effectively, commissioners meet and participate in several activities throughout the year.

- i. Attendance at three, three-day Commission meetings typically held in January, May, and July.
- ii. Participation on at least one ABHES committee.
- iii. Regular computer and telephone access for standard communication, electronic votes, and conference calls.

¹ Id.

- iv. Strong verbal and written communication skills.
- v. Working knowledge of computers to access, review and comment on school files and policy matters.
- vi. Additionally, attendance for approximately three days at ABHES' annual conference, normally held in February is highly encouraged. Registration is complimentary and partial expenses are reimbursed.

Additionally, the candidate will be required to attend the upcoming Preliminary Review Committee meeting held December 10-14, 2018 in the ABHES office as part of new Commissioner training.

Travel expenses for all Commission-related activities are reimbursed by ABHES with a modest honorarium provided for Commission meeting attendance. A sincere commitment to higher education, combined with high standards of integrity and impartiality, is mandatory. A signed statement regarding conflicts of interest and confidentiality is required prior to a commissioner taking office.

Process

Once the nomination deadline passes, the Commissioner Nominating Committee will meet to consider the experience and qualifications of those recommended for nomination, conduct interviews to assess each individual's level of interest, and complete a reference and background check to assure each individual is able to properly serve ABHES in a fiduciary capacity. The Nominating Committee will formally place into nomination the most qualified individuals for the open seat. The Chair will then appoint, subject to ratification by the Commission, a qualified individual to fill the unexpired term.

Those recommended for nomination but not selected by the Commissioner Nominating Committee will be notified in a timely manner by ABHES' Executive Director.

[Please click here for the Nomination Form.](#)