



POSITION DESCRIPTION

Commissioner

The Commission is both the governing body of ABHES as well as the chief decision-making body for all accreditation actions. The Commission must satisfy its fiduciary duties and operate in accordance with the standards, rules and procedures set forth in the *ABHES Accreditation Manual and Bylaws*.

Each Commissioner is to possess an understanding of ABHES standards, policies, and procedures for accreditation and have a sincere commitment to impartiality and adherence to confidentiality. The essential functions of a Commissioner are to:

- Follow the organization's bylaws, policies, and board resolutions
- Support ABHES mission and core values in all respects
- Actively participate in the governance of ABHES
- Review and approve the annual budget and periodic financial report, including IRS Form 990
- Develop, adopt, maintain, evaluate and revise standards of accreditation
- Engage in accreditation decision-making in accordance with accreditation standards and policies by reviewing materials and making recommendations to the full Commission
- Prepare for, attend, and conscientiously participate in Commission meeting deliberations
- Lend expertise and serving on one or more standing or other committees
- Participate as an evaluator on site evaluation visits of institutions and programs when needed
- Participate in commissioner orientation and training
- Support ABHES's strategic planning process
- Serve as an active advocate and ambassador for the organization and fully engage in identifying and securing resources and partnerships necessary for ABHES to advance its mission, and leverage connections, networks, and resources to develop collective action to fully achieve its mission
- Enhance the organization's public image
- Assist in planning for succession by identifying qualified candidates to serve on the ABHES Commission.
- Maintain confidentiality about all internal matters of the organization
- Serve on standing and other committees as appointed by the Chair

Each Commissioner shall be elected or appointed for a three-year term. The time commitment is between 2 and 20 hours per month with regular computer and telephone access for standard communication. Commissioners are to attend regularly scheduled meetings, which are held in the months of January, May and July. Such meetings are usually two to three days in length. The level of commitment generally depends upon committee service, participation in on-site visits and other ABHES activities, including the Annual Business Meeting and Conference.