

NAMSS

Volunteer Job Description

Position Title: Public Member, Certification Commission

Relationships:

Reports To: Chair, Certification Commission
Staff Support: Certification Senior Manager, Certification Coordinator and Certification Associate
Internal Contacts: CCN Members, Executive Office Staff
External Contacts: Candidates, Prospective Certificants, Certificants, Testing Company, Peer Certification Programs, General Public

Length of Commitment: One Year (January – December) appointed position, may be renewed two additional consecutive terms

Time Involvement: 6-8 Hours Monthly (approximate) / 2 on site meetings per year / 10-12 conference calls

Key Responsibilities:

As a NAMSS Committee/Commission Member

1. Attend and actively participate in meetings.
2. Assist the commission in developing and executing a plan to achieve the goals of the commission.
3. Assist in updating NAMSS policies and procedures relevant to the commission's work
4. Assist in developing relevant volunteer job descriptions to support the work of the commission.
5. Participate in an evaluation of the overall performance of the committee.
6. Review the Strategic Plan to ensure that strategies and tactics relevant to the work of the commission are being fulfilled and to ensure that major work of the commission is reflected in the strategic plan.
7. Provide leadership by example and motivate the Commission to achieve its goals.
8. Prepare in advance for decision-making and policy formation at Commission meetings; take responsibility for self-education on the major issues before the Commission.
9. Sign a commitment pledge to exercise the duties and responsibilities of the position with integrity, collegiality and care.

NAMSS VOLUNTEER JOB DESCRIPTION CERTIFICATION COMMISSION PUBLIC MEMBER

As a Certification Commission Public Member

1. Responsible primarily to represent the interests of the public by ensuring that those individuals certified by NAMSS have met reasonably established eligibility criteria, and that they have passed an examination that measures current, required knowledge of the field.
2. Promotes an understanding of the needs of the public and an appreciation of the perspective of the public as it pertains to the certification examinations. , Promotes confidence that the policies and practices of the CCN are influenced only by a sense of duty to the public as it pertains to the certification examinations and are not influenced by agencies, groups or individuals with goals that compromise protection of the public.
3. Participate with the CCN in managing and promoting the NAMSS Certification program, to include CCN governance policies (ethics, appeals, grievance process for certificants and candidates, and a revocation process, when necessary etc.).
4. Accept specific assignments as delegated by the CCN Chair to facilitate the activities of the CCN and to assure achievement of its goals.
5. Assist in the recruitment of members for standing/special committees of the CCN, as deemed appropriate.
6. Assist in the evaluation of appropriate contractual agreements entered into by the CCN. Serve as a spokesperson for the CCN both internally and externally.
7. Serve as a member of the CCN Ethics Committee for the length of his/her term

Qualifications:

As a NAMSS Committee/Commission Member

1. Must not be a member of NAMSS
2. Proven track record evidenced through an established evaluation process that addresses the following:
 - a. Professional character
 - b. Responsibility through commitment to and completion of assignments
 - c. Openness to other's viewpoints
 - d. Responsiveness
 - e. Good organizational skills
 - f. Good written and verbal communication skills
3. Commitment to advance the mission of NAMSS.
4. Ability to work well with others.
5. Ability to make the necessary time commitment.
6. Support from employer (written), if appropriate.
7. Commitment to full preparation in advance of Commission meetings for decision making and policy formation, and self education on major issues before the Commission.

As a Certification Commission Public Member

1. Proven skills as demonstrated through recent successes in the ability to actively interact and participate in high-level discussions, the ability to develop and convey professional knowledge and opinions in a concise and confident manner, and, the ability to represent CCN in multiple settings employing various communication methods.
2. Possess comprehensive expertise and knowledge in a field that compliments the goals of NAMSS Certification program. This may include, but should not be limited to: education, law, ethics, public advocacy, or healthcare not directly related to the medical services profession.

Training:

- Commission Orientation
- Psychometric and Certification Program Orientation

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CERTIFICATION COMMISSION PUBLIC MEMBER

- Strategic Planning Orientation as needed
- Specific task orientation as needed

Amended Date	Volunteer Development Review Date	Board Approval Date
11/2011, 4/2017		01/17/07