

NAMSS

Volunteer Job Description

Position Title: Chair, Certification Commission

Relationships:

Reports To: NAMSS Board

Staff Support: Certification Senior Manager, Certification Coordinator and Certification Associate

Internal Contacts: NAMSS Officers, NAMSS Board, Committee Chairs, CCN Members, Executive Office Staff

External Contacts: Candidates, Prospective Certificants, Certificants, Testing Company, NCCA Consultants, Peer Certification Programs, General Public

Length of Commitment: Two Years (January – December) elected position by the CCN, succeeds CCN Immediate Past Chair

Time Involvement: 30 Hours Monthly (approximate) / 2 on site meetings per year / 1-3 (on-site) test development activities per year /10-12 CCN conference calls per year/ Bi weekly conference calls with Certification Staff

Key Responsibilities:

As a NAMSS Committee/Commission Member

1. Plan agendas for commission meetings
2. Attend and actively participate in meetings.
3. Assist the commission in developing and executing a plan to achieve the goals of the commission.
4. Assist in updating NAMSS policies and procedures relevant to the commission's work.
5. Assist the CCN Test Development Chair in developing relevant volunteer job descriptions to support the work of the commission.
6. Assist the CCN Ethics Committee Chair in Ethics concerns to support the work of the commission.
7. Provide periodic reports regarding the activities of the CCN to the NAMSS Board.
8. Conduct commission self evaluation process
9. 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.
10. Review and update the Strategic Plan for the CCN to ensure that strategies and tactics relevant to the work of the CCN are being fulfilled.
11. Provide leadership by example and motivate the Commission to achieve its goals.

NAMSS VOLUNTEER JOB DESCRIPTION CERTIFICATION COMMISSION CHAIR

12. Orient members to their commission responsibilities
13. Provide orientation to new commission chair following chair position completion

As Certification Commission Chair

1. Lead 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.).
2. Ensure the activities of the CCN and the certification program overall, support the mission and goals of NAMSS.
3. In conjunction with the Testing Vendor, CCN's Test Development Chair and the association management's Certification Department, lead the CCN in developing and administering relevant, valid and reliable certification examinations, to include: content/construction of certification examinations, item writing, test administration, fee structures, eligibility qualifications, and in establishing the requirements for maintaining certification in a manner sufficient to provide assurance of the current competence of certified MSPs.
4. Delegate to CCN members any duties necessary to facilitate the activities of the CCN and to assure achievement of its goals.
5. Recruit members and appoint standing/special committees of the CCN, as deemed appropriate.
6. Appoint a chair to each of the CCN's sub-committees; Test Development and Ethics.
7. Sign appropriate contractual agreements entered into by the CCN and inform the NAMSS Board of all such arrangements for approval.
8. Provide orientation for all new members of the CCN.
9. Develop the annual budget for the CCN in conjunction with the Vice Chair, CCN Test Development Chair and NAMSS Executive Office Staff and gain approval by the NAMSS Board. Oversee all revenues and expenses to ensure financial accountability and budget compliance.
10. Serve as the official spokesperson for the CCN both internally and externally.
11. Communicate with the appropriate leadership regarding all pertinent decisions that directly affect NAMSS and any of its committees on a timely basis.
12. Acts as an Officer of the CCN, along with the Immediate Past Chair and Vice Chair, when actions of the Officers are necessary to facilitate the activities of the CCN.
13. Participate in bi weekly calls with NAMSS Certification Staff to discuss current issues and projects of the Commission.

Qualifications:

As a NAMSS Committee/Commission Member

1. Documentation supporting the following:
 - a. Professional character
 - b. Responsibility through commitment to and completion of assignments
 - c. Openness to other's viewpoints
 - d. Responsiveness
 - e. Ability to lead and cultivate others skills
 - f. Good written and verbal communication skills

NAMSS VOLUNTEER JOB DESCRIPTION
 CERTIFICATION COMMISSION CHAIR

2. Desire to advance the mission of NAMSS.
3. Ability to work well with others.
4. Ability to make the necessary time commitment.
5. NAMSS member in good standing.
6. Previous leadership experience at state or national level.
7. Support from employer (written).

As Certification Commission Chair

1. Proven leadership 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. A minimum of five years of experience in and a current position as a Medical Services Professional.
3. A minimum of two years holding dual certification (CPMSM/CPCS).
4. A minimum of two years of previous membership as a CCN member (Vice Chair succeeds to the Chair position).

Training:

- Commission Orientation
- Psychometric and Certification Program Orientation
- Strategic Planning Orientation
- Specific task orientation as needed

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