



## ACCREDITATION COUNCIL JOB DESCRIPTION

**Position:** Accreditation Council Member  
**Status:** Volunteer  
**Responsible to:** Director of Standards Development and Accreditation

### **Program Summary:**

The AEE Accreditation Program is the responsibility of the Director of Standards Development and Accreditation and the Accreditation Council (Council). The Council was established by the AEE Board of Directors, and the Board of Directors has delegated the oversight of and responsibility for the Council to the Chief Executive Officer of AEE (CEO).

### **Council Structure:**

The Council consists of up to 25% of the number of accredited organizations. While individual members of the Council do not represent specific constituent groups, knowledge of technical activities listed in the *Manual of Accreditation Standards for Adventure Programs* and the *Manual of Accreditation for Outdoor Behavioral Healthcare Programs* are represented. Positions on the Council are filled by individuals with special expertise in various disciplines such as law, medicine, adventure education, social work, counseling, psychology, and child development. The AEE Director of Standards Development and Accreditation is a non-voting, ex-officio member of the Council and each of its subcommittees.

Council members are appointed for a term of three years and may serve up to three consecutive terms. Officers of the Council are the Chair, Past Chair and Secretary. The officers are elected by the Council at its fall meeting for a two year term beginning at the end of the fall meeting. Officers can serve more than one term.

### **Essential Council Member Functions:**

The Council is empowered to design, monitor, and promote the Accreditation Program for organizations offering adventure-based experiential education and

outdoor behavioral healthcare programming and services. The Council must operate in accordance with approved operating procedures. Specifically, the duties and essential functions of the Council are to:

Set policies for the Accreditation Program for organizations offering adventure-based experiential education programs and services in cooperation with the Director of Standards Development;

1. Develop, adopt, maintain, evaluate and revise standards;
2. Grant or deny accredited status in accordance with Accreditation Program policies;
3. Facilitate the development of educational materials for adventure-based experiential education organizations;
4. Establish policies and procedures for the selection, training and evaluation of volunteer personnel to conduct the accreditation process;
5. Prepare and provide an annual report to the CEO which includes an assessment of the activities of the past year and projections and recommendations for the next year.

### **Time Commitment**

- Approximately 75-125 hours per year.
- Attend two face-to-face meetings per year (members from outside of North America attend one face-to-face meeting a year), and monthly video conference calls.
- Review agenda and other reports (i.e., liaison reports, etc.) prior to each meeting.
- Serve as a liaison to up to 7 accredited programs and follow through on all liaison duties associated with those programs.
- Review accredited program's annual reports
- There are two standing committees of the Council. Council members serve on these committees as needed, or as requested by the Chair.
- Serve on ad-hoc committees or task forces, as needed, or requested by the Chair.

### **Qualifications**

- 10 years of experience facilitating in the field of adventure-based experiential education; and five years of administrative experience preferred.
- An identified area of expertise in the field of adventure-based experiential education, *or related discipline*.
- Working knowledge of the *AEE's* accreditation standards
- Ability to work constructively as a member of the Accreditation Council.
- Willingness to become a member of AEE

- Able to volunteer the time needed to serve on the Council (approximately 75-125 hours per year).

- Ability to adhere to AEE's ethical guidelines and represent AEE with integrity and professionalism.

**Benefits**

- Opportunity to work with other leaders in this field
- Participate in activities that raise the bar for professional practice in this field
- Stay on top of emerging issues in this field.