



COA COMISSIONER JOB DESCRIPTION

Job Title: Accreditation Commissioner
Reports to: COA Accreditation Commission Department
FLSA Classification: Professional Volunteer
Time Required: Participation in a minimum of one (1) meeting annually

POSITION SUMMARY:

COA's Accreditation Commissioners partner with COA and provide guidance regarding how to help organizations strengthen their mission and measure and validate their achievements. A Commissioner is a leader in the social and human services community who understands organizational capacity and performance within the context that the services are provided. An Accreditation Commissioner is ultimately responsible for reviewing an organization's responses to the findings from their site visit. During this review, a Commissioner is expected to prepare and summarize the salient information about the assigned reports, including the content of the standard, the team's reason for its rating, and the organization's response. The Commissioner will then indicate any change to the rating and revised recommendations to the organization for all standards that have not been implemented. Accreditation Commissioners may serve three (3) consecutive three (3) year terms and may be nominated by COA's President/CEO for reelection after a one-year hiatus from the Commission.

SPECIFIC DUTIES/RESPONSIBILITIES

- Prepare and summarize the salient information from the assigned reports.
- Understand and apply the content of applicable accreditation standards to the organization's response.
- Understand and communicate recommendations regarding any change in the rating as it applies to the standard and within the context of the organization.
- Assure the Commission Rating Change document is complete, accurate, and legible.
- Assure the organization is provided ample opportunity to provide additional information for implementation if needed.
- Communicate any changes or the need for additional information to the Manager of the Commission prior to the Commission meeting.

- Facilitate team discussions in an effort to reach consensus on all ratings.
- Advocate and express appreciation for the work of the organization and the Accreditation Commission Process.
- Adhere to COA's policy regarding confidentiality.
- Communicate openly with the Commission Department.
- Commit to participate in at least one (1) Commission meeting per year out of 2+ scheduled group meetings.
- Adhere to all deadlines.
- Participate in COA trainings as necessary.
- Represent COA in a positive light.

SKILLS, KNOWLEDGE AND ABILITIES

QUALIFICATIONS:

- Active Team Leader/Peer Reviewer who has successfully completed 8 reviews and is in good standing
- Current or prior CEO or Senior Manager of a COA accredited organization
- Knowledge of COA's accreditation process, including the decision-making process
- Commitment to COA's mission and the principles of the accreditation process
- Master's or undergraduate degree from an accredited university

COMPETENCIES:

- Demonstrated knowledge of Word, Excel, and Outlook
- Ability to multi-task
- Strong oral and presentation skills
- Demonstrated ability to be objective
- Attention to detail
- Ability to work under deadlines
- Ability to communicate effectively
- Demonstrated cultural sensitivity
- Ability to work independently and as a member of a team
- Strong organizational skills
- Leadership skills
- Ability to be a mentor
- Knowledge and ability to interpret accreditation standards in a contextual manner