

**BCCI Area Certification Chair  
Position Description**

**Position:**

BCCI Area Certification Chair

**Term:**

Two-year term with a two-term limit. Recommended by the chair of the BCCI Commission on Certification in consultation with the chief executive officer and approved by the president.

**Description:**

The BCCI area certification chair functions on behalf of APC's affiliate, the Board of Chaplaincy Certification Inc., to facilitate the process of certifying candidates in accordance with the APC Standards & Procedures for Certification. The BCCI area certification chair is accountable to the chair of the BCCI Commission on Certification.

**General Qualifications and Personal Qualities:**

- BCCI board certified chaplain in good standing
- Member of APC
- Demonstrated sensitivity to diversity and inclusivity issues
- Demonstrated team player with collaborative work style
- Demonstrated ability to initiate and accomplish work within timelines
- Demonstrated ability to follow through on tasks and commitments
- Demonstrated ability to be flexible, yet work within set policy standards
- Excellent verbal, written and organizational skills
- Access to communication networks to communicate with other local leaders and state membership via e-mail, fax, phone and mail

**Specific Qualifications:**

- Ability and institutional support to provide hours needed to perform responsibilities
- Enthusiasm for the APC mission
- Ability to deal creatively and dispassionately with conflict
- Understand and work well within the APC's organizational structure
- Must have participated in BCCI training session

**Duties and Responsibilities:**

- Shall be familiar with the APC Standards & Procedures for Certification
- Shall direct and be a resource to the BCCI area certification committees, and appoint/identify a committee for each candidate/applicant.
- Shall oversee and communicate with the committee regarding certification issues and process, providing oversight and direction as needed.
- Shall e-mail the Interview Confirmation Form, informing the candidates, committee members, and BCCI certification coordinator of place, date and time of the interview four weeks prior to the meeting.
- Shall facilitate required communication with the committee chair in response to all appeals. Shall assure that the committee chair makes the candidate and committee members aware of appeal procedures.