

**Position:**

BCCI Commission on Certification Chair

**Term:**

3 years (may serve two terms)

**Description:**

The BCCI Commission on Certification chair is a board certified chaplain who provides leadership and oversight for all certification activities of APC's affiliate, the Board of Chaplaincy Certification Inc., including chairing the commission and promoting certification in the broader community.

**Specific Qualifications and Experience:**

- a. High comfort and skill levels with negotiating and decision making
- b. Ability to commit 10-15 hours per week to BCCI at some times of year
- c. Prior experience in certification and standards processes on state and/or national level preferred

**Specific Duties and Responsibilities:**

- a. Supervises the implementation of strategic plan objectives assigned to the commission and reports to the APC board at each meeting as the BCCI representative
- b. Serves on the APC Executive Committee
- c. Attends all APC board meetings and APC Executive Committee meetings
- d. Recruits commission members to be appointed by the president and assigns duties
- e. Supervises ongoing work of commission members
- f. Organizes the work of the commission and delegates to commission members
- g. Prepares agendas and chairs commission meetings
- h. Recruits area certification chairs
- i. Provides training and ongoing support for area certification chairs
- j. Provides timely consultation to area certification chairs with emergency problems
- k. Evaluates and approves equivalency denial letters
- l. Provides consultation for office staff dealing with certification issues
- m. Supervises adjudication of appeals and other complaints
- n. Communicates and coordinates with the chair of the APC Standards Committee
- o. Engages in dialogue with counterparts in organizational partner groups as needed
- p. Promotes certification within and outside the organization
- q. Other duties as assigned