**VOLUNTEER APPLICATION**

Thank you for your consideration and interest in working with ACHENA!

**Directions** Please EMAIL ALL items at one time to: [info@achena.org](mailto:info@achena.org)

Nominees or those wishing to apply for consideration shall submit:

1. A brief letter of intent stating your interest in working with ACHENA

2. A current C.V. or resume including contact information for two references (letters of recommendation are optional)

3. Volunteer Background Data Form (last page)

**Information**

There are various opportunities to serve ACHENA (e.g. as a Commissioner or Advisory Member, a Peer Reviewer or a committee volunteer only). All ACHENA Volunteers are expected to accept and subscribe to the defined purposes of accreditation, and to support and uphold the ACHENA’s mission, including Eligibility Requirements, Accreditation Standards, and Commission policies, and processes. Volunteer terms-of-service are flexible, but we encourage volunteers to commit to one year, if possible. Only Commissioner board members appointments serve for a three-year term. Appointments are effective immediately upon election results. A Commissioner may normally serve a maximum of two three-year terms. It is ACHENA’s policy to seek diverse, balanced and unbiased membership on the Commission.

**Definition of a Public Member (who will serve as a Commissioner)**

A representative of the public means a person who is *not* 1) a homeopath and does not derive any income from homeopathy related sources; 2) An employee of ACHENA or a member of the governing board, a current owner/shareholder of, or consultant to, an institution or program that either is pre-accredited by ACHENA or has applied for pre/accreditation; 3) a spouse, parent, child, or sibling of an individual identified in 1) or 2). Public Members must maintain this eligibility status during their three-year-term, however if that status changes, they may finish their term as a non-public member Commissioner. Public members are elected based on the criteria and procedures stated in the ACHENA *Operations Manual.*

**Purposes of ACHENA**

ACHENA encourages and supports institutional development and improvement through self-evaluation and periodic evaluation by qualified peer professionals. The purposes of accreditation shall be to oversee the voluntary evaluation of homeopathic institution applicants to assure the educational community, the general public, and other organizations and agencies that the applicant for accreditation has clearly defined objectives appropriate to higher education; has established conditions under which their achievement can reasonably be expected, measured and assessed for completion; appears in fact to be accomplishing them substantially; is so organized, staffed, and supported that it can be expected to continue to do so; and demonstrates that it meets ACHENA’s community-defined standards of homeopathic education.

**Volunteer Qualifications**

* ***Ability to Conceptualize*** Since issues related to accreditation are not easily reduced to simple terms, Volunteers need the ability to think abstractly, both in terms of present and future certification plans. Strong written and verbal communication skills are an asset.
* ***Broad Perspective*** Volunteersmust be able to view the entire accreditation process as a whole (as applicable to volunteer role) and understand and respect that decisions made in one area have an impact elsewhere.
* ***Objectivity*** Volunteersmust exercise open-minded, flexible thinking and independent judgment necessary internal and external decision-making authority. Volunteers must respect opinions that differ from their own and exercise tolerance in allowing everyone to express their point of view.
* ***Commitment*** Volunteersmust be committed to leading the homeopathic community, as evidenced by past activities and accomplishments or by strong interest in helping to advance the field of homeopathy. Courage of convictions and enthusiasm are necessary to cope with inevitable change, while experience and wisdom of those who have encountered similar problems over the years are likewise essential.
* ***Conflict of Interest*** Volunteers must maintain transparency and uphold their written pledge to avoid conflicts of interests with regard to the homeopathic stakeholders ACHENA serves through its organizational mission and activities. All Volunteers shall consistently work to understand the potential personal, financial, political or administrative conflicts of interest in their written and verbal interactions with homeopathic schools and administrators, homeopathic students and practitioners or the public who may have a stake in ACHENA’s mission and goals.
* ***Teamwork*** Since much of ACHENA’s work is conducted within committee structures, Volunteers must demonstrate willingness and ability to work as part of a team.
* ***Diversity*** As a whole, Volunteersought to possess diverse skills such as higher education instruction or administration, financial administration or budgeting, program planning and evaluation, qualitative and quantitative data processing and interpretation, public relations and marketing, writing, legal and/or organizational skills. All Volunteerscontribute collectively to demographic diversity by region, current position and education.

**VOLUNTEER BACKGROUND DATA FORM**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Professional Employment and/or Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Please check one or more area(s) of interest in serving ACHENA**

\_\_\_\_\_ Commissioner \_\_\_\_\_ Peer Reviewer \_\_\_\_\_ Advisor \_\_\_\_\_ Committee volunteer only

**2. Please check any standing committee(s) that interest you**

\_\_\_\_\_ Standards \_\_\_\_\_ Continuing Professional Development \_\_\_\_\_ Finance \_\_\_\_\_ Nominations and Outreach \_\_\_\_\_

**3. Please check the area of experience you may have in the following fields of education**

\_\_\_\_\_ Institutional Administration, Evaluation and/or Accreditation

When \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Academic/Faculty/Instructor

When \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Accredited Schools or Institutions

When \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Non-accredited or Independent Schools or Institutions

When \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_