



ACHENA Commissioner Duties

Updated July 2020

Expectations

A strong interest or basic knowledge in the field of education and current trends related to assessment and evidence-driven policies and practices at state, regional and/or national levels are desirable, but not required. A Commissioner has demonstrated success in team building and interpersonal skills and is willing to fulfill the duties of the Board to completion and with attention to detail. Excellent writing and presentation skills are an asset, in addition to an interest in organizational leadership. Commissioners adhere to ACHENA Volunteer Commitment, Conflict-of-Interest and Whistle Blower agreements to maintain the highest standard of integrity in all their deliberations and personal conduct on behalf of the commission and their stakeholders. They agree to:

- Attend and come prepared to participate in all ACHENA board meetings
- Maintain knowledge about ACHENA and make a personal commitment to its goals and objectives
- Offer basic knowledge in the field of education and current trends related to assessment and evidence-driven policies and practices at state, regional and/or national levels when possible
- Demonstrate excellent verbal and writing skills and serve as an in-depth reader of evaluation visit materials, as assigned
- Demonstrate willingness to learn new tasks, as they relate to ACHENA's mission and objectives, including a willingness to travel and/or make written or verbal presentations and reports, as needed
- Demonstrate an interest in organizational leadership and willingness to independently or co-chair and supervise an ACHENA working committee
- Demonstrate team building efforts and offer fair and unbiased interpersonal skills
- Fulfill the duties of the ACHENA Board, as determined by the President and/or the Executive Committee, to completion with attention to detail
- Participate on committees as assigned and in activities representing the ACHENA's interests
- Vote according to his or her best professional judgment in accordance with existing policy and standards
- Participate in self-evaluation, evaluation of ACHENA and/or its President
- Participate in strategic planning efforts
- Notify the President or Commission Chair if one's position or status changes to allow for a timely adjustment of ACHENA's category requirements for board diversity
- Refer all external inquiries or requests for information by the media or stakeholders concerning ACHENA business, member institutions, and/or accreditation practices to the President or Executive Committee, who are official spokespersons for ACHENA

Personal Qualifications and Ethical Commitment

After training by ACHENA, Commissioners collectively coordinate, oversee, plan and manage adherence to ACHENA's mission, and the educational standards and guidelines set forth and accepted by the homeopathic education community. They are expected to adhere to ACHENA's ethical principles of professionalism and collaboration with students, program administrators, and ACHENA team members.

- *Ability to Conceptualize.* Since issues related to accreditation are not easily reduced to simple terms, Commissioners 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.* Commissioners must be able to view the entire accreditation process as a whole and understand and respect that decisions made in one area have an impact elsewhere.
- *Objectivity.* Commissioners must exercise open-minded, flexible thinking and independent judgment necessary internal and external decision-making authority. Commissioners must respect opinions that differ from their own and exercise tolerance in allowing everyone to express their point of view.
- *Commitment.* Commissioners must 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.* Commissioners 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 Commissioners 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, Commissioners must demonstrate willingness and ability to work as part of a team.
- *Diversity.* As a whole, Commissioners ought 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 Commissioners contribute collectively to demographic diversity by region, current position and education.

Commission Terms of Service

ACHENA aims to elect one-third of its Commissioners annually by the full board, which is to comprise up to 10-15 and no fewer than five volunteers who agree to serve a three-year term for a maximum of two consecutive terms. He/She serves an estimated minimum of ten hours per month, in addition to attending all scheduled online quarterly board meetings and agrees to serve on at least one of ACHENA's working committees. He/She attends online committee meetings, as needed, and may be asked to chair a committee to help fulfill ACHENA business.