



## Position Description | Board Member

Periodically, each sponsor will submit nominations to the CoAEMSP for election of a representative to the CoAEMSP Board of Directors. The following information will assist sponsoring organizations with identifying nominees who possess the expertise, interest, and commitment to serve on the CoAEMSP Board of Directors and to assist the nominees in understanding the commitment to serve on the CoAEMSP Board of Directors. Nominations are due to the CoAEMSP Executive Director no later than May 1 in the year of election.

### PURPOSE

The purpose of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP) includes:

- a. Functioning as a Committee on Accreditation (CoA) member of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) to provide accreditation services to educational programs in the EMS professions;
- b. Conducting the Letter of Review process for educational programs in the EMS professions;
- c. Monitoring the need for recognition of Paramedic educational programs and/or courses of instruction, and responding to such need; and,
- d. Educating the public, sponsoring organizations, governmental agencies, healthcare professions, and others about recognition, review and accreditation of programs/courses for the EMS professions.

The CoAEMSP has many sponsoring organizations; each sponsor has two directors on the CoAEMSP Board of Directors.

### Mission Statement

The mission of the CoAEMSP is to advance the quality of EMS education through CAAHEP accreditation.

### Vision Statement

CoAEMSP is recognized as the leader in evidence based standards for accreditation.

### Core Values | CLARITY

- Commitment:** Dedication of time, talent and resources toward the achievement of CoAEMSP's mission.
- Leadership:** Inspiring others to advance the vision and goals of the CoAEMSP.
- Action-oriented:** Advancing the goals and projects of the CoAEMSP through timely, deliberate and thoughtful decision-making and effective implementation.
- Respect:** Honoring the perspective of any individual or organization.
- Integrity:** Carrying out the work of the CoAEMSP with honesty, professionalism and high ethical standards.
- Quality:** Consistently meeting or exceeding established standards and expectations in all CoAEMSP activities.



## Strategic Goals

- GOAL #1. Developing a high level process for the collection and analysis of data for the purpose of improving EMS education.
- GOAL #2. Restructure board/staff to meet the needs of the growing organization and EMS profession. Improve Board engagement and effectiveness.
- GOAL #3. Position CoAEMSP to effectively respond to and manage trends in EMS education, including developing competent evaluative processes especially for distance education.

## RESPONSIBILITIES OF A CoAEMSP BOARD MEMBER

To advance the CoAEMSP's strategic plan, each director of the board will:

- Serve as a connection to the CoAEMSP's communities of interest
- Advance the mission of the CoAEMSP
- Partner with the CoAEMSP Executive Director and maintain professional relations with staff
- Evaluate organizational performance
  - Monitor the budget
  - Monitor progress on the strategic plan
- Participate in strategic planning
- Promote the organization
- Provide leadership sustainability – identify, recruit, and train future leaders
- Participate on assigned committees and review teams

## ROLES/TIME COMMITMENT

The CoAEMSP is a working board; each director plays an active role in the governance of the organization and the review of Paramedic programs. Board members must be willing and are expected to serve in their assigned roles and participate in the various activities as listed below.

### Board Meetings

The board meets twice per year face-to-face (typically the first full weekend of February and the first full weekend of August) and twice per year by conference call (the first Friday in May and the first Friday in November for about two to three hours each). Preparation for the Board meetings involves approximately four to six hours each. Whenever practicable, Board members are asked to provide advance notice to the Chair/Executive Director in the event the board member is unable to attend a required meeting or participate in a required conference call. The dates of the meetings are provided to board members in a master calendar in advance. Board meetings for the next two years are:

2017		2018	
February 3-4	face-to-face, location TBD	February 2-3	face-to-face, location TBD
May 5	teleconference via GoToMeeting	May 4	teleconference via GoToMeeting
August 4-5	face-to-face, location TBD	July 27-28	face-to-face, location TBD
November 3	teleconference via GoToMeeting	November 2	teleconference via GoToMeeting

**Review Team Calls**

Approximately one month prior to each Board meeting smaller groups of board members, called Review Teams, meet to review and discuss in detail groups of programs seeking or maintaining accreditation. Each member serves on one Review Team. The team meets by conference call lasting about two to three hours and involves the usual pre-meeting preparation of about four hours. Whenever practicable, board members are asked to provide advance notice to the Chair/Executive Director in the event the board member is unable to attend a required team review call. The board member should also provide written comments on each program reviewed to the Review Team Lead.

**Subcommittee Member**

Each director typically serves on at least two subcommittees. Assignments are based on the needs of the organization while taking into consideration the director's strengths and preferences. Subcommittees meet the day before the face-to-face board meeting, and may schedule an occasional conference call depending on workload.

**Site Visitor**

Board members are expected to participate on at least one site visit per year as either an observer or as a member of the team. Site visits usually last three days, including a travel day. Travel costs are covered by the CoAEMSP.

**CRITERIA & QUALIFICATIONS**

- Collaborator
- Attention to detail
- Ability to assess degree of compliance with the CAAHEP *Standards*
- Excellent communication skills
- Collegiality
- Ability to articulate position
- Ambassador for education
- Commitment to advance the quality of EMS
- Willingness to promote and improve quality patient care through EMS
- Comfortable with or willing to learn web based meeting software (e.g., GoToMeeting) for conference calls and cloud based file storage (e.g., Egnyte, Dropbox) for downloading documents

**SELECTION & TERMS OF OFFICE**

- Each sponsoring organization may nominate at least two representatives, only one of whom who may fill the vacancy or expiring term; the CoAEMSP Board of Directors elects the representative.
- Members of the board serve three-year terms and can serve for a maximum of three consecutive terms.