



Position Description | Public Member

The Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP), a Texas 501(c)(3) not-for-profit corporation and Committee on Accreditation member of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), has vacancies for two public member positions on the Board of Directors. Public members of the CoAEMSP serve three-year terms, with eligibility for a maximum of three consecutive terms of service. Public members will begin serving immediately following their election (expected to be by August 2016). There is no honorarium for these Board positions, although all customary travel expenses associated with the position are reimbursed.

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 14 sponsoring organizations; each sponsor has two representatives on the CoAEMSP Board of Directors, which constitutes a Board of 28 directors. The addition of two public members would bring the number to a total of 30 and is in accordance with our Bylaws.

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 purposes and strategic plan, each director of the board will:

- Advance the mission of the CoAEMSP considering all aspects of the communities of interest
- Partner with the 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, ask 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 the following roles:

Board Meetings

The Board meets twice per year face-to-face (typically early February and early August) and twice per year by conference call (typically early May and early November for about 2 hours each). Preparation for the Board meetings involves about 4-6 hours each. The dates of the meetings for the next years are:

2016		2018	
November 4	teleconference	February 2-3	face-to-face, location TBD
		May 4	teleconference
2017		July 27-28	face-to-face, location TBD
February 3-4	face-to-face, location TBD	November 2	teleconference
May 5	teleconference		
August 4-5	face-to-face, location TBD		
November 3	teleconference		

Review Team Calls

Approximately one month prior to each Board meeting, a small subgroup of Board members meet to review and discuss in detail a group of programs seeking or maintaining accreditation. Each public member serves on one Review Teams. The team meets by conference call lasting about two hours and involves the usual pre-meeting preparation of about four hours.

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 as part of 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 within first year of their term as either an observer or as a member of the team. Site visits usually last 3 days, which includes a travel day.

CRITERIA & QUALIFICATIONS

The public member cannot be: 1) An employee, member of the governing board, owner, or shareholder of, or consultant to the sponsor of a Paramedic program that holds a CoAEMSP Letter of Review (LoR) or is accredited by CAAHEP or one that is in any stage of the LoR/accreditation process for Paramedic; 2) A member of any trade association or membership organization related to, affiliated with, or associated with the CoAEMSP or Paramedic; or 3) A spouse, parent, child, or sibling of an individual identified in (1) or (2) above; or 4) an individual who would be qualified in any other named EMS community of interest (i.e. students, graduates, faculty, sponsor administration, hospital/clinic representatives, physicians, employers, police and fire services, or key governmental officials).

Applicants may view the list of programs accredited at <http://caahep.org/Find-An-Accredited-Program> .

Required Qualifications

- An informed person with a broad, community point of view, who can contribute to the public perspective on accreditation and governance matters.

Desirable Qualifications

- Financial or business experience
- Willingness to learn about the profession of Paramedic and Emergency Medical Services
- A positive attitude
- Ability to articulate the public perspective and the public positions on topics
- Commitment to quality Emergency Medical Services and patient care through Paramedic programmatic accreditation
- Willingness to be actively engaged
- Comfortable with or willing to learn web based meeting software for conference calls and cloud based file storage for downloading documents

SELECTION & TERMS OF OFFICE

- Submit a current vita/resume and along with a Letter of Interest describing why you are interested in serving in this volunteer position. Also, provide contact information for a minimum of 2 personal references, which can be called for references.
- Members of the Board serve 3-year terms and can serve for a maximum of 3 consecutive terms.
- A fingerprint Criminal Background Check will be conducted at CoAEMSP expense as a final step in the review process

There is no honorarium for these Board positions, although all customary travel expenses associated with the position are reimbursed.

Interested applicants should submit *all* required application documentation to Dr. George W. Hatch, Jr., at george@coaemsp.org. Application review will begin immediately and will continue until the positions are filled.