



## 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).

A director from the public domain understands accreditation as an evaluation process that utilizes standards to ensure educational programs prepare individuals to enter the EMS profession. Public members are nominated through a public call for nominations and presented for appointment by the Governance Committee.

Public members of the CoAEMSP serve three-year terms, with eligibility for a maximum of three consecutive terms of service. They begin serving immediately following their election. There is no honorarium for this Board position, 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 AEMT and paramedic educational programs 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 12 sponsoring organizations; each sponsor has two representatives on the CoAEMSP Board of Directors, constituting a Board of 24 directors. The addition of two public members brings the number to a total of and is in accordance with our Bylaws.

### RESPONSIBILITIES OF A 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
- Promote the organization
- Participate in strategic planning
- Provide leadership sustainability – identify, ask, and train future leaders

- Evaluate organizational performance
  - Monitor the budget
  - Monitor progress on the strategic plan
- 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 AEMT and 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 (May and November) and twice per year via web-based meetings (February and August). Preparation for the Board meetings involves about 4-6 hours each. The dates of the meetings for the next years are:

#### 2025

February 6	web meeting @ 11 AM–3 PM Central Time
April 30-May 1-2	Minneapolis, MN
August 7	web meeting @ 11 AM Central Time
November 5-6-7	TBD

#### 2026

February 5	web meeting @ 11 AM–3 PM Central Time
April 29-30-May 1	TBD
August 6	web meeting @ 11 AM–3 PM Central Time
November 4-5-6	Atlanta, GA (tentative)

#### 2027

February 4	web meeting @ 11 AM–3 PM Central Time
May 5-6-7	TBD
August 5	web meeting @ 11 AM–3 PM Central Time
November 3-4-5	TBD

### Review Team Calls

Approximately one month before each Board meeting, a small subgroup of Board members meets to review and discuss a group of programs seeking or maintaining accreditation in detail. Each public member serves on one Review Team. 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 organization's needs while considering the director's strengths and preferences. Subcommittees meet as part of the face-to-face Board meeting and conference call depending on workload.

### Site Visitor

Board members are expected to participate in at least one site visit within the first year of their term as either an observer or a member of the team. Site visits usually last three days and include a travel day.

## CRITERIA & QUALIFICATIONS

### 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

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 AEMT or paramedic;
- 2) A member of any trade association or membership organization related to, affiliated with, or associated with the CoAEMSP or the EMS professions; 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 members, sponsor administrators, employers, physicians, or clinical and capstone field internship representatives).

Applicants may view the list of programs accredited [here](#).

## SELECTION & TERMS OF OFFICE

- Submit a completed application found [here](#), a current CV/resumé, and a cover letter describing why you are interested in serving in this volunteer position. Also, provide contact information for at least 2 personal references, which can be called for reference.
- 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](mailto:george@coaemsp.org).

## MISSION / VISION CORE VALUES

### 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.
- Accountability:** Advancing the mission of the CoAEMSP with integrity, honesty, professionalism and high ethical standards.
- Respect:** Honoring the perspective of any individual or organization.
- Integrated:** Carrying out the work of the CoAEMSP in collaboration with EMS stakeholders.
- Quality:** Consistently meeting or exceeding established standards and expectations in all CoAEMSP activities.

