



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 12 sponsoring organizations; each sponsor has two representatives on the CoAEMSP Board of Directors, which constitutes 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
- Evaluate organizational performance
 - Monitor the budget
 - Monitor progress on the strategic plan
- Participate in strategic planning
- 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 (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

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|------------------|---------------------------------------|
| 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

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|-------------------|---------------------------------------|
| 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

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| 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 in detail a group of programs seeking or maintaining accreditation. 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 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 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
- A positive attitude
- Ability to assess degree of compliance with the CAAHEP *Standards*
- Commitment to quality Emergency Medical Services and patient care through 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

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

SELECTION & TERMS OF OFFICE

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

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.

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.

