

# CERTIFICATION COUNCIL POSITION DESCRIPTION

**Position:** Certification Council Member

**Status:** Volunteer

**Responsible to:** Director of Standards Development and Accreditation

# Program Summary:

The AEE Certification Program is the responsibility of the Director of Standards Development (Director) and Accreditation and the Certification Council. Oversight is provided by the Executive Director of AEE.

# Council Structure:

The Council consists of at least 5 voting members with a target ratio of one Council member per 10 certified members, with a maximum of 14 members. Positions on the Council are filled by individuals with special expertise in counseling in the field of Adventure Therapy. The Director is a non-voting, ex-officio member of the Council and each of its subcommittees.

Council members are appointed for a term of three years and may serve up to three consecutive terms. Officers of the Council are the Chair, Past Chair and Secretary. The officers are elected by the Council at its fall meeting for a two-year term beginning at the end of the fall meeting. Officers can serve more than one term.

# Essential Council Member Functions:

The Council is empowered to design, monitor, and promote the Certification Program for individuals practicing counseling in the field of Adventure Therapy.

The Council must operate in accordance with approved operating procedures. Specifically, the duties and essential functions of the Council are to set policies for this Certification Program in cooperation with the Director;

1. Develop, adopt, maintain, evaluate and revise criteria for awarding certification;
2. Grant or deny certified status in accordance with Certification Program policies;
3. Establish policies and procedures for the selection, training and evaluation of volunteer personnel to conduct the Certification process;
4. Prepare and provide an annual report to the ED which includes an assessment of the activities of the past year and projections and recommendations for the next year.

# Time Commitment

* Approximately 75-125 hours per year.
* Attend one face-to-face meetings per year (if needed) and monthly video conference calls.
* Review agenda and reports prior to each meeting.
* Review certification applications and make recommendations
* There are two standing committees of the Council. Council members serve on these committees as needed, or as requested by the Chair.
* Serve on ad-hoc committees or task forces, as needed, or requested by the Chair.

# Qualifications

* 5 years of experience as a clinician in the field of Adventure Therapy required; and five years of administrative experience preferred.
* Working knowledge of the *AEE’s* Certification criteria
* Ability to work constructively as a member of the Certification Council.
* Willingness to become a member of AEE
* Able to volunteer the time needed to serve on the Council (approximately 75-125 hours per year).
* Ability to adhere to AEE’s ethical guidelines and represent AEE with integrity and professionalism.

# Benefits

* Opportunity to work with other leaders in this field
* Participate in activities that raise the bar for professional practice in this field
* Stay on top of emerging issues in this field