

**ANNOUNCEMENT OF OPENING**

**ON AER ORGANIZATIONS AND SCHOOLS ACCREDITATION COMMISSION**

**The Chair of the AER Accreditation Council, Lee Sonnenberg, announces a call for nominations to fill one (1) opening on the Organizations and Schools Accreditation Commission (OSAC).**

Established by the AER Accreditation Council, the Organizations and Schools Accreditation Commission (OSAC) has chief responsibility for creating and revising program standards, establishing policies and procedures, and submitting them to the Council for approval. In addition, the OSAC approves each review panel that is selected to conduct a program review; and the Commission examines and ratifies the review report and accreditation recommendation submitted by the panel. The OSAC completes a written Accreditation Decision report and submits to the Chair of AER Accreditation Council (Council) for final consideration and vote.

**Job Description is below the Application Form**

**Application is due September 13, 2023**

AER Accreditation Council Application Form

Current Openings: OSAC

Name:

Job Title/Employer/Consumer Assoc Affiliation:

Phone Number:

Email Address:

Please attach a copy of your resume.

AERAC is committed to a diverse, inclusive, equitable, and accessible environment where all board members, staff, volunteers, and members feel respected and valued regardless of ability, gender, age, race, ethnicity, national origin, sexual orientation or identity, education, or any other bias.

Please indicate if you are Blind, Visually Impaired or wish to provide any other information related to our diversity policy:

Certifications/Licenses: Please write in all that apply (CATIS, TVI/TSVI, COMS, CVRT, CLVT, OTHER)

How many years have you worked in the field?

Please mark an X for each of your areas of expertise below (list continues on next page):

Administration

Human Resources

Finance

Program Evaluation

Independent Living Services

Counseling

PreSchool/Early Intervention

K-12 Programs

Low Vision Clinic Services

Vocational Services

Voc Counseling

Expanded Core Curriculum

Industries/Employment Services

Multiple Disabilities

Provision of Reading Materials

Other (please specify)

**PLEASE EMAIL COMPLETED FORM by September 13, 2023**

**TO:** **accreditation@aerbvi.org**

**Job Description—AER OSAC Members**

**According to the AER Accreditation Council Policy and Procedures Manual,**

Organizations and Schools Accreditation Commission (OSAC): Responsible for the coordination of the organizations and schools accreditation function of the AERAC. The OSAC is a five-person body which includes at least one member from a specialized School for the Blind, and one member from an organization providing direct services to adults who are blind or visually impaired. The chair of the Commission is selected from the membership of the OSAC commission. The chairperson or designee will also serve as a member of the AER Accreditation Council.

The OSAC has the responsibility of appointing the panels for each of the reviews. It receives the evaluative data and recommendation from each review for its consideration. The OSAC through its chairperson presents a recommendation regarding accreditation status to the AERAC. A subset of the Commission membership also comprises the Standards Committee for development and revision of standards relating to higher education programs.

Members hold three-year staggered terms. New members are nominated according to the AERAC approved policy in Section T.

Accordingly, Council members are required to:

(1)  Fully review the final reports of each pending accreditation in advance of casting an accreditation decision vote.

(2)  Ensure that policy and procedures are followed and announce any conflicts of interests that might exist prior to casting an accreditation vote and, if required, agree to be recused.

(3) Review, discuss, and uphold the integrity of each standard by casting an accreditation decision vote that merits and validates adherence to quality, continuous improvement and optimal client and student outcomes.

(4) Uphold the following guiding principles: accountability, transparency, outcomes focused, and provide fair and equitable consideration.

Term members serve a 3-year term and up to 2 consecutive terms.

Term members must have a minimum of 2 years of experience in the related and respective classification.

Every effort will be made to identify individuals to serve on the Council who are blind and those with low vision having experience related to administration, program management, accreditation, or certification.

For more information, see the link to the application and the AERAC Policy and Procedures Manual on the [website](file:///C%3A/Users/refin/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/JFZ4FJD5/AERAC-POLICY%20AND%20PROCEDURES-MANUAL--AERAC%20APPROVED%207-11-2023%20%282%29.docx).

## Section T: Recruitment of Committee and Commission Members

For the purpose of assuring transparency and establishing a committee that is well qualified and reflects the diversity of the population served by those organizations seeking accreditation, the Committee(s) shall take the following steps to publicize open positions and establish a pool of outstanding and qualified prospects for the committee(s):

1. Provide notice of open positions through all AER communication channels when slots are available;

2. Provide a notice for recruitment of new members through the national consumer groups representing people who are blind and visually impaired; i.e., in monthly magazines like the *Braille Forum* for the American Council of the Blind, and the *Braille Monitor* for the National Federation of the Blind;

3. Share announcements of open positions with other groups focused on the employment and rehabilitation of people who are blind and visually impaired, such as Blinded Veterans Association, National Industries for the Blind, and Vision Serve Alliance; and focused on education as well.

4. List members of existing committees, who can serve as a resource for those with questions, and provide information on the committee roles and responsibilities on the AER website;

5. Task an individual to collect resumes of interested individuals and track data pertaining to demographics for reporting purposes.