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**JOB DESCRIPTIONS FOR MEMBERS:**

**AER ACCREDITATION COUNCIL, HIGHER EDUCATION ACCREDITATION COMMISSION, ORGANIZATIONS AND SCHOOLS ACCREDITATON COMMISSION**

Every effort will be made to identify individuals to serve on the Council or Commissions 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 AERAC Policy and Procedures Manual on the website: ([**https://www.aerbvi.org/accreditation**](https://www.aerbvi.org/accreditation)).

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# **Job Description—AER Accreditation Council Members**

For more information, see the link to the AERAC Policy and Procedures Manual on the website: ([**https://www.aerbvi.org/accreditation**](https://www.aerbvi.org/accreditation)).

AERAC is the governing body responsible for the standards and has final authority to award, deny or revoke accreditation.

Council members have two primary responsibilities, namely to:

a. Ensure that standards are current, relevant and reflect the highest level of quality.

b. Render final accreditation decisions.

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.

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

Council members must have a minimum of 2 years of experience in the related and respective classification (consumer group, field related professional/expert, public member).

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.

# **Job Description—Higher Education Accreditation Commission Members**

For more information, see the link to the AERAC Policy and Procedures Manual on the website: ([**https://www.aerbvi.org/accreditation**](https://www.aerbvi.org/accreditation)).

HEAC is responsible for the coordination of the higher education function of the AERAC.

Commission Members are responsible for:

1. appointing the panels for each of the program reviews (approving the appointments proposed by the accreditation manager).
2. reviewing the evaluative data and recommendation from each review panel.
3. presenting (through the HEAC Chair) a recommendation regarding accreditation status to AER Accreditation Council.
4. developing and revising standards relating to higher education programs.

Accordingly, Commission 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.

Members hold three-year staggered terms. Term limits, Recruitment, Resignations and Removal policies for AERAC also apply to HEAC.

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

# **Job Description—Organizations and Schools Accreditation Commission Members**

For more information, see the link to the AERAC Policy and Procedures Manual on the website: ([**https://www.aerbvi.org/accreditation**](https://www.aerbvi.org/accreditation)).

OSAC is responsible for the coordination of the organizations and schools accreditation function of the AERAC.

Commission members are responsible for:

1. appointing the panels for each of the program reviews (approving the appointments proposed by the accreditation manager).
2. reviewing the evaluative data and recommendation from each review panel.
3. presenting (through the HEAC Chair) a recommendation regarding accreditation status to AER Accreditation Council.
4. developing and revising standards relating to higher education programs.

Accordingly, Commission 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.

Members hold three-year staggered terms. Term limits, Recruitment, Resignations and Removal policies for AERAC also apply to HEAC.

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