



Position Description: Member, Accreditation Council

Status: Part time

Location: Remote. No required travel is anticipated.

Reports to: Director

Term: Three years

Qualifications

Governance

1. Capacity to conduct governance-level leadership activities, such as identifying strategic opportunities for improvement of the accreditation programs
2. Ability to work collaboratively with other Council members to make reasoned, measured judgments regarding granting of accreditation status, and conduct the business of the Council as a high-functioning team

Industry Knowledge

1. Extensive knowledge of and 10+ years direct professional experience with outdoor, adventure, travel or experiential education programming, in field-based and administrative roles
2. Knowledge of good practice standards, particularly regarding safety, in the outdoor, adventure, travel or experiential education sectors
3. Specialist knowledge of topics (such as specific adventure activities, legal considerations, wilderness/remote medicine, international cultural considerations, or risk management theory & practice) beneficial, but not required

Accreditation Knowledge

1. Understanding of widely accepted good practices of conformance assessment and accreditation systems, including international standards for conduct of conformance assessment and accreditation bodies
2. Working knowledge of Viristar's register of accreditation standards for safety in outdoor, adventure, travel and experiential programs

General Professional Characteristics

1. Unwavering sense of ethics, and commitment to ethical conduct
2. Commitment to impartiality
3. Commitment to avoidance of conflict of interest and potential for appearance of conflict of interest
4. Capacity to communicate effectively with colleagues by video-conference platform and other means in English (including access to suitable electronic devices and internet service)
5. Strong analytical skills, including ability to review written reports and other evidence, and make effective judgments based on those materials
6. International cultural competence, including ability to work effectively with professionals around the world from widely varying backgrounds and a wide diversity of viewpoints

Basic Function

Accreditation Council members oversee the function of Viristar's accreditation program, helping ensure it meets standards for effectiveness, ethics, impartiality, competence, confidentiality, and responsiveness to complaints.

The Accreditation Council supports applicant organizations through the accreditation process, and makes decisions regarding whether to grant accredited status to applicants for accreditation. The Council also holds a governance role, identifying strengths and growth areas for the entire accreditation programs, and advising Viristar staff of needed improvements.

Specific Responsibilities

1. Serve as liaison to up to four accredited programs
2. Review liaison reports
3. Review annual reports submitted by accredited programs
4. Review complaint, major incident, and other reports
5. Receive and review site visit reports from accreditation reviewers
6. Vote on whether to grant applicants for accreditation or re-accreditation fully accredited, provisional, or unaccredited status.
7. Periodically evaluate the function of Viristar's accreditation program, and bring areas needing improvement to the attention of Viristar's Director.

Accreditation Council Procedures

Accreditation Council members are normally appointed to three-year terms. Members may leave the Council prior to the completion of their term if necessary. Members may serve up to three consecutive terms.

Council officers include Chair and Secretary. Members may serve in an officer role for more than one term.

Members of the Accreditation Council may not vote on accreditation decisions regarding any organization in which they are employed in any manner, or in which they have any direct or indirect financial interest. Members must promptly disclose any potential conflicts of interest.

Accreditation Council members normally do not engage in the day-to-day work of making operational improvements to the accreditation program, but delegate those tasks to Viristar staff. Council members may at their will, however, support ongoing development of standards, the professional development of personnel engaged in the accreditation process, and the continuous improvement of the accreditation program.

The anticipated time commitment for an Accreditation Council member is approximately 20-32 hours per year.