

**ACME Seeks a Public Member to Serve on the Board of Commissioners**

**Position Open Until Filled**

Date posted February 24, 2020

The ACME Board of Commissioners announces a vacancy of the Public Member. See below for the eligibility requirements for the Public Member. If you have any questions about the position or your suitability to serve as Public Member, we welcome your inquiry, [acme@acnm.org](mailto:acme@acnm.org).

The BOC is responsible for the administration of ACME activities, formulation of policy, and the development of the criteria used by the BOR in determining accreditation status. The BOC develops, approves, implements, and evaluates the pre/accreditation criteria; establishes the policies and procedures for pre/accreditation of midwifery education programs; reviews and evaluates the accreditation process; and publishes and disseminates information regarding the accreditation process and accredited programs. The BOC meets monthly for two-hour meetings and when necessary in person, approximately one time each year.

ACME seeks to have diverse representation on all of its volunteer Boards and encourages members of historically underrepresented groups to apply, including persons of color, men, Veterans, and LGBTQIA2S+. In addition, we value geographic diversity and seek qualified applicants living in the West, Midwest and rural areas to apply. We encourage ALL eligible applicants to apply. ACME is committed to creating an inclusive environment for all employees and volunteers.

**The application process for all opportunities:** Please send in a current curriculum vitae (CV), letter of inquiry or cover letter detailing experience and qualifications, and two letters of recommendation. Letters of reference may not be from ACME volunteers (Board of Commissioners, Board of Review, Site Visitor Panel and ACME Advisory Committee) and staff. The Board of Commissioners will interview, review and appoint all positions. Please submit entire application in one email to the attention of Heather L. Maurer, MA, Executive Director for ACME, [hmaurer@acnm.org](mailto:hmaurer@acnm.org) and [acme@acnm.org](mailto:acme@acnm.org).

**Public Member Eligibility**

**A public member is not a midwife, and one who shall not derive any income from midwifery related sources.** Public members are selected based on the following criteria:

- a) Does not derive any income from the practice of midwifery
- b) Commitment to preparation of well qualified health care providers for women and children
- c) Possesses knowledge and skills complementary to the purpose of the BOC

- d) Familiarity with the accreditation process
- e) Commitment to attend meetings and conference calls as required
- f) Ability to communicate electronically
- g) A person is ineligible to be a public member if she/he derives any income from any midwifery related sources and/or who has a real or perceived conflict of interest related to the work of ACME

This includes an individual who is:

- 1) A midwife
- 2) An employee of ACNM, AMCB, or the A.C.N.M. Foundation
- 3) An employee of ACME, or a member of the BOR
- 4) An employee, a member of the governing board, a current owner, shareholder of, or consultant to, an institution or program that either is pre/accredited by ACME or has applied for pre/accreditation
- 5) A member of any trade association or membership organization related to, affiliated with, or associated with the agency; or a spouse, parent, child, or sibling of an individual identified in paragraph 1) or 2) or 3) or 4) of this definition

#### Selection of Public Member

- 1) Is by application to or solicitation by the chair of the BOC
- 2) Is supported by current curriculum vitae, a letter of inquiry and two letters of reference. Letters of reference will not be accepted from current ACME volunteers (BOC, BOR, Site Visitor Panel, and Advisory Committee) and staff.
- 3) Materials are reviewed for the above stated qualifications
- 4) Applicants to the BOC are encouraged to address the above qualities and criteria in their curriculum vitae and letter of inquiry and to encourage those writing letters of reference to address the same
- 5) Final selection is made by the members of the BOC. The review includes:
  - a) Screening for the qualities listed in this section
  - b) Screening for a variety of criteria, no single one of which is controlling: familiarity to the accreditation process, commitment to quality improvement processes, integrity of character, ability to critically assess and discuss issues, and willingness and availability to commit the time necessary to perform as a commissioner

b. A subcommittee appointed by the BOC to vet the public member will follow the guide in Appendix K

#### c. Tenure

- 1) Minimum of three years
- 2) Maximum of nine years

d. Orientation

- 1) A minimum of one orientation session with the BOC Chair to review policies, procedures and general operations of the BOC including the area of distance education
- 2) Inclusion of incoming member in all meetings of the BOC in order to mentor the incoming member to the general operations of the BOC
- 3) Attendance at the spring annual meeting as an incoming member, while observing the role of the BOC public member
- 4) The BOC Chair is available on an ongoing basis for consultation to the incoming members

ACME is supported by a national pool of volunteers made up of midwives, midwifery education professionals, and members of the public ensuring that midwifery programs are evaluated by their peers. ACME volunteers play a critical role in the midwifery education accreditation process. In return for their donation of time and expertise, volunteers receive the opportunity to learn from their colleagues, gain a broader understanding of the midwifery education environment, and contribute to continuous improvement in the midwifery education accreditation system. Volunteers receive no honorarium or other forms of compensation; however, they are provided reimbursed for the travel expenses they incur and a daily per diem to offset food expenses in compliance with the ACME Policies and Procedures Manual.

[www.midwife.org/acme](http://www.midwife.org/acme)