



## **CALL FOR CANDIDATES**

NCHEC is searching for individuals to fill voluntary positions on our Board of Commissioners and Division Boards. The term of these positions will begin on January 1, 2011. NCHEC seeks individuals from a diversity of practice settings on all boards: school, medical care, business/industry, academia and community. Elections will be held in August 2010. Consider nominating yourself or encourage a peer to take this opportunity.

**Board of Commissioners (BOC):** One At-Large Commissioner: 5-year term. The Board of Commissioners is comprised of 11 individuals who govern and are accountable for all NCHEC activities. More specifically, the BOC defines the mission, participates in strategic planning, approves the annual budget and monitors financial statements, employs and evaluates the Executive Director, oversees and evaluates the credentialing program, establishes policies related to coordination and communication among the three Division Boards, and advocates for credentialing. Significant experience in health education, interest or familiarity with the functioning of non-profit boards, and knowledge and interest in health education credentialing is preferred.

**Division Board for Professional Development (DBPD):** Three Directors: one 5-year term and two 3-year terms. The DBPD is comprised of 7 individuals responsible for oversight of the recertification and annual renewal procedures. More specifically, the DBPD recommends policies and procedures related to the designation of continuing education providers, recertification and the annual renewal of CHES; recommends fees for recertification, annual renewal and provider designation; and assures that the processes are monitored and periodically evaluated. Interest or experience in the development or delivery of continuing education programs for health educators is preferred.

**Division Board for Certification of Health Education Specialists (DBCHEs):** Two Directors: 5-year terms. The DBCHEs is comprised of 13 individuals responsible for the credentialing examination. More specifically, the DBCHEs assures a periodic review and evaluation of certification and examination processes; recommends policies and procedures for administering the CHES and the MCHES examinations; participates in item-writing workshops; and ensures that NCHEC's testing meets acceptable standards. Interest or experience in item writing and exam construction is preferred. Five years experience as a health educator with the CHES credential is required. Another requirement is to be MCHES eligible and apply for the Experience Documentation Opportunity (EDO) before term commences on January 1, 2011.

**Division Board for Professional Preparation and Practice (DBPPP):** One director: one 2-year term. The DBPPP is comprised of 7 individuals responsible for promoting professional preparation. More specifically, the DBPPP works with colleges, universities and accrediting agencies to improve professional preparation programs and promote best practices in health education settings; and monitors and updates the certification application and eligibility review process. Interest or experience with the credentialing process and with professional preparation is preferred.

Requirements for all positions include:

- Maintaining CHES certification
- Participating in monthly conference calls
- Attending a once a year face-to-face meeting (room & travel is reimbursed) –typically this meetings spans a weekend (Friday -Sunday). DBCHEs requires two face- to-face meetings per year.
- Reading agendas, minutes and other information to stay informed
- Exercising independent judgment on decisions presented and maintaining confidentiality
- Advocating for credentialing
- Working on specific assignments/projects of the Board

Please note candidates for DBCHEs have additional requirements.

If you are interested in becoming a candidate, please contact NCHEC at: 888-624-3248 or [nchec@nchec.org](mailto:nchec@nchec.org) or visit the Web site at [www.nchec.org](http://www.nchec.org) .  
Nomination deadline is June 30, 2010.

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