



Certification Coordinator Job Description

Board of Director Responsibilities

All Board Members

1. It is a general responsibility that the Board of Directors follow all guidelines and procedures of the Association and that each individual board member meets all responsibilities as outlined in the responsibilities listed below.
2. It is expected that board members respond in a timely manner to communications involving Association business.
3. Failure to follow guidelines and procedures of the Association or failure to meet minimum job responsibilities is grounds for removal from the board, as outlined in the Bylaws of the Association.
4. Actively participates in the planning, implementation, and evaluation of the Annual Conference.
 - a. Presents breakout session, as needed.
 - b. Participates in the set-up logistics, decorations, and/or other Annual Conference specific committees, as needed.
 - c. Volunteers for duties at the Annual Conference as needed to fill in the Responsibility Matrix.
 - d. Solicits donations for delegate giveaways and prizes.
 - e. Assists in the recruitment of Presenters.
 - f. Assists in the recruitment of Partners.

Certification Coordinator

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Manages all processes related to adviser certification, including:
 - a. Receive completed applications.
 - b. Verify applications.
 - c. Notify applicants of their status.
 - d. Conduct audits of submitted applications (up to 10% a year).
 - e. Order/Create certificates.
 - f. Mail and/or present certificates at the annual conference.
 - g. Create and maintain a tracking database.
 - h. Notify certified advisers whose certifications will expire within the year.
3. Maintains requirements with the Office of the Superintendent of Public Instruction (OSPI) for the Association to offer clock-hours to delegates at the completion of the Annual Conference.
 - a. Prepares clock-hour forms and has them ready to hand out at the conclusion of the last day of the Annual Conference.
4. May seek opportunities to join other committees within the structure of the Association Bylaws.