



Job Description for the Board of Commissioners

Position Summary

Commissioners are elected to serve CAMICB and its stakeholders by providing effective stewardship of the certification body. This involves a collaborative investment of time, expertise, and effort to ensure the organization is thriving and growing. Commissioners work with colleagues, staff, committees, volunteers, and other stakeholders to address industry issues, develop goals and strategies, and set policies, plans, and budgets. They also play a role in ethical governance and financial management.

Essential Duties and Responsibilities

As an individual, a Commissioner is expected to:

- Prepare for, attend, and actively participate in all Board meetings.
- Engage in Board subcommittees and contribute to their work.
- Fulfill assigned responsibilities professionally and efficiently.
- Maintain a working knowledge of CAMICB's affairs, policies, and activities.
- Advocate for CAMICB's mission and public image.
- Serve as a role model for volunteers and staff.
- Respectfully express individual opinions during Board discussions and support final Board decisions.
- Treat confidential information responsibly and avoid unauthorized disclosure.
- Disclose any actual or potential conflicts of interest.

In collaboration with the Board, Commissioners are expected to:

- Decide on matters of policy, direction, and strategy.
- Identify and address short- and long-term organizational opportunities and threats.
- Ensure adequate financial resources and provide effective financial governance.
- Elect CAMICB officers and oversee organizational governance structure.
- Recruit, elect, and onboard new Commissioners and plan for succession.
- Conduct annual assessments of volunteer resources, talent, skills, and expertise.
- Perform requirements following CAMICB bylaws, policies, state laws, and regulations.

Qualifications

Prospective Commissioners must meet the following criteria:

- Hold the CMCA credential in good standing OR be a professional stakeholder (e.g., non-certified community manager, attorney, accountant).
- Have the support of their employer (if applicable) to dedicate the time needed to fulfill Board responsibilities.
- Be willing and able to fulfill all essential duties and responsibilities.
- Disclose any existing or potential conflicts of interest.

Restrictions

Commissioners must adhere to the following restrictions to ensure the confidentiality and integrity of the certification process:

- Confidentiality: Commissioners must treat all confidential information provided as confidential and not disclose it without authorization.
- Developing Materials: If Commissioners have access to confidential exam information, they must not develop or offer preparatory or training materials for the CMCA exam during their service and for two years after that.
- Taking the Exam: Commissioners who have had access to confidential exam information must not take the CMCA examination for the period of service and three years after that.

Application Process and Deadlines

The application process involves several steps:

- [Complete a questionnaire](#). The responses will be evaluated to select finalists.
- Finalists will be interviewed to assess their fit for the Board.
- The final slate of nominees will be presented to and approved by the Board at their meeting in September.

If you or anyone you know may be interested in serving, please provide complete contact information to Matthew Green at mgreen@camicb.org. Submit nominations by May 19 to ensure the nomination process moves forward promptly. The application period closes on May 31.