



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:

- Serve a three-year term on the CAMICB Board.
- Prepare for, attend, and actively participate in all Board meetings, including two in-person meetings per year.
- Engage in Board subcommittees as needed 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.
- Act impartially and in the best interests of the certification program, without allowing personal, professional, commercial, or financial interests to compromise Board judgment.

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 serve as a professional stakeholder relevant to CAMICB's certification program, such as a non-certified community manager, management company executive, attorney, accountant, educator, or other related professional.
- 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 protect the confidentiality, impartiality, and integrity of the certification process:

- Confidentiality: Commissioners must treat all confidential information obtained through Board service as confidential and may not disclose it without authorization.
- Developing Preparatory or Training Materials: Commissioners, committee members, or other individuals who have access to confidential CMCA examination content or sensitive examination development information must not develop, deliver, promote, or offer CMCA examination preparation or training materials during the period of such access and for two years after that access ends.
- Taking the Examination: Commissioners, committee members, or other individuals who have had access to confidential CMCA examination content or sensitive examination development information must not sit for the CMCA examination during the period of such access and for three years after that access ends.
- Ongoing Disclosure: Commissioners must disclose any actual, potential, or perceived conflicts of interest, including involvement in CMCA examination preparation, training, or related materials.

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 for approval in accordance with CAMICB bylaws and Board nomination procedures.

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 June 23 to ensure the nomination process moves forward promptly. The application period closes on June 30.