



CACREP Board Member Position Announcement and Application – Counselor Educator

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) promotes the professional competence of counseling and related practitioners by developing preparation standards, encouraging excellence in program development, and accrediting counselor preparation programs.

The CACREP Board of Directors invites Counselor Educators to apply for one of two open positions on the Board of Directors. Those chosen to serve on the Board will serve one five-year term beginning July 1, 2022. To be considered for the open position, a completed application and all accompanying materials must be submitted no later than midnight **October 29, 2021**.

Candidate Characteristics, Qualifications, and Professional Experiences

Preferred Characteristics

Candidates should possess the following qualities and characteristics;

- commitment to the counseling profession, CACREP, and the accreditation process;
- willingness to work hard and ability to follow through with short term and long term tasks;
- agreement to attend and actively participate in all Board activities (the Board meets bi-annually in January and July);
- ability to work as a member of a team, build consensus, think strategically and participate in healthy group discussions and processes;
- recognition of the importance of and commitment to diversity and inclusiveness;
- awareness of and willingness to avoid real or perceived conflicts of interest;
- willingness to be thoughtful, insightful, and take risks; and
- a good sense of humor.

Qualifications and Professional Experience

Requirements for counselor educators include:

- an earned doctorate in Counselor Education, preferably from a CACREP accredited program;
- applied expertise in one or more of the specialty areas accredited by CACREP (e.g., School Counseling, Marriage, Couple, and Family Counseling, Rehabilitation Counseling);
- identity as a professional counselor (e.g., licenses, certifications, and/or other professional credentials, and memberships);
- evidence of commitment to the profession of counseling (e.g., memberships and affiliations in counseling organizations, past memberships on other organizations' boards, editorial board membership); and
- interest in and support of the CACREP accreditation process.

Current Expertise Needs of the Board

In addition to your role as a professional counselor educator, the Board is specifically seeking expertise in the following areas this year:

- Addiction Counseling
- Student Affairs/College Counseling
- Assessment in Counseling Programs
- School Counseling
- Rehabilitation or Vocational Counseling
- Career Counseling
- Counselor Licensure and/or Certification

2022 Application Form – Counselor Educator

In order for this application to be considered, the items below must be submitted to cacrep@cacrep.org prior to the October 29, 2021 deadline.

- 1 The completed application form
- 2 A current curriculum vita
- 3 Three (3) letters of reference that speak to your potential as a CACREP Board member

Contact Information

Name of Applicant:

Address (street, city, state, zip):

Daytime Phone:

Email:

Professional Information

Current Position with a brief description of duties:

Licenses and Certifications held (with appropriate numbers):

Education/Training (sequentially list type and focus of degree, the year it was obtained, and the name of the granting institution – e.g., “PhD in Counselor Education and Supervision, 1998, University of CACREP”):

Degree 1:

Degree 2:

Degree 3:

Additional Training:

Names and contact information for those who are providing your three (3) letters of recommendation:

- 1 Name:
 - a Daytime telephone number:
 - b Email address:
- 2 Name:
 - a Daytime telephone number:
 - b Email address:
- 3 Name:
 - a Daytime telephone number:
 - b Email address:

I have read the CACREP Board of Directors Conflict of Interest Policy and I agree to adhere to it.

Why are you interested in serving on the CACREP Board?

How would you describe your experience with the accreditation process?

How do you define your professional identity as a counselor and/or counselor educator?

What skills and abilities will you bring to the CACREP Board? (Be specific in terms of the current needs of the Board – see “Current Expertise Needs of the Board”)

What do you believe to be CACREP’s biggest challenges in the next five years and what direction would you go to address these challenges?

CACREP is interested in maintaining a diverse Board, and we define diversity broadly. What element of diversity will you bring to the Board?

All materials should be emailed to the address below no later than midnight October 29, 2021.

CACREP
Board Selection Committee
cacrep@cacrep.org

BOARD OF DIRECTORS CONFLICT OF INTEREST POLICY

1. All members of the Board of Directors must exercise good faith and avoid participating in any activity of the Board where there exists an actual or perceived conflict of interest. Such conflicts may exist, for example, where the Board member has a past or present relationship with a program under consideration for accreditation, or with a person who is employed in or closely associated with such program.
2. Members of the Board must discharge their duties in good faith, recognizing at all times their fiduciary duty to CACREP. To avoid any conflict of interest, CACREP Board members may not serve on the Boards of any other national professional counseling associations.
3. To further avoid any foreseeable conflict of interest, CACREP Board members may not serve on any national committees, interest groups, task forces or other such groups that might impact the work of CACREP.
4. With respect to Board decisions, members of the Board who become aware of circumstances that pose an actual or potential conflict of interest must recuse themselves from the decision-making process and take no part in the discussion or the vote. If the member advises the Chair that he or she wishes to be recused from the decision-making process, the Chair will honor the Member's decision, and the recusal will be noted in the minutes.
5. Members of the Board shall not use their position on the Board or information obtained as a result of their service on the Board to obtain financial gain or advantage for themselves or members of their family or business associates.
6. Members of the Board shall not disclose any confidential or proprietary information.
7. Any member of the Board who becomes aware of circumstances that he or she believes pose a conflict of interest for another Board member should:
 - a. Discuss the issue with the Member;
 - b. If the issue is not resolved to the satisfaction of both parties, inform the Chair of the underlying facts and her or his assessment of the appropriate resolution of the potential or actual conflict;
 - c. If the issue is not resolved to the satisfaction of all parties, the Chair presents the issue to the Board for decision.
8. If the Board determines that there is an actual or potential conflict of interest, the Member will be recused from all discussion and decision-making in the matter. The minutes will reflect a decision to recuse at any step in the process and will reflect any Board decisions not to recuse.
9. With respect to any other matter involving a fiduciary duty to the Board, the Member shall disclose the matter to the Chair, who may request additional information from the member. The Chair may refer the matter to the full Board which shall have the final decision and may prescribe any reasonable corrective action.
10. Each Board Member shall file, upon appointment and annually thereafter, a disclosure statement to the CACREP Executive Committee outlining her or his specific involvement in national professional counseling organizations.

Adopted July 16, 2005