



## **CACREP Board Member Position Announcement and Application – Practitioner Member**

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

### ***Candidate Requirements, Characteristics, and Professional Experiences***

Requirements for counseling practitioners include: a minimum of a master's degree in Counseling or Counselor Education, preferably from a CACREP accredited program; applied expertise in one or more of the specialty areas accredited by CACREP (e.g., Clinical Mental Health Counseling, School Counseling, Marriage, Couple, and Family Counseling, Rehabilitation Counseling); professional identity as that of a counseling professional (e.g., licenses, certifications, and/or other professional credentials); evidence of commitment to the profession of counseling (e.g., memberships and affiliations in counseling organizations, memberships on other organizations' boards, state counseling board involvement); and, knowledge of, experience with, and/or willingness to learn the CACREP accreditation process.

#### **Preferred Characteristics**

Candidates should possess the following qualities and characteristics;

- interest in 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 part 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.

#### **Current Expertise Needs of the Board**

This year Board is specifically seeking practitioner member expertise in one of the following areas:

- School Counseling
- Rehabilitation or Vocational Counseling
- Telehealth Counseling
- Approved Clinical Supervisors
- Clinical directors/administrators
- Private Practitioners

## 2022 Application Form – Practitioner Member

In order for this application to be considered, items below must be submitted to [cacrep@cacrep.org](mailto:cacrep@cacrep.org) prior to midnight, **October 29, 2021**.

- 1) The completed application form
- 2) A current curriculum vitae or resume
- 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:**

**Professional Credentials held:**

**Education/Training:**

**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.**

**What is your understanding of the role of a practitioner member on a standards-setting board such as CACREP?**

**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 is your current level of knowledge of accreditation?**

**What do believe are the two main issues facing the counseling profession in the next five years, and how do you believe CACREP should begin to address these issues?**

**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.