

Accreditation Committee Chair Role Description

The Accreditation Committee Chair is responsible for the oversight of the CCEA accreditation functions and activities of the Accreditation Committee. The Accreditation Committee Chair is appointed for a term of three years.

Standards and Processes

- To ensure the development and maintenance of the standards, policies and procedures relating to accreditation.
- Oversee the accreditation and monitoring process, including acting as Chair of the Site Evaluation Team Selection Sub-Committee.

Stakeholder Engagement

Maintains relationships with key stakeholders including heads of programs in Australia, New Zealand and Asia.

Works closely with manager of the accreditation committee to ensure the effective performance of the accreditation function

Chairing meetings to ensure effective decision making and timely reporting of outcomes

Provision of advice to the board of directors regarding the performance of the accreditation functions of the organisation.

Manager of the Committee:

- To prepare correspondence that is necessary with institutions between meetings of the Accreditation Committee.
- To implement a continuous quality improvement process; and
- To prepare the necessary reports for the Board of Directors, institutions and stakeholders.

Time Commitment: The role of the Accreditation Committee Chair requires an estimated commitment of: **[e.g. 3 hours per week]**