



WILDERNESS
EDUCATION
ASSOCIATION

WEA seeking applications for *Chair of the Commission on Outdoor Education and Leadership*

Position Description

Reporting to the Board of Directors, the Commission on Outdoor Education and Leadership (COEL) will be responsible for overall functions of the accreditation process and, expansion therein and execution of its mission on behalf of the Wilderness Education Association and partnering organizations.

General Responsibilities

The chair will review all accreditation applications and appoint the review subcommittee. After an accreditation decision by the Commission, the chair(s) will provide a recommendation for approval, revision, or denial of accreditation status. In addition, the Chair will:

- Review and sign WEA and COEL Confidentiality agreement.
- Collaborate with WEA Board of Directors, & the Curriculum/Standards Committee to ensure that the curricular standards are adequately assessed and maintained by accredited organization members.
 - Coordinate the preparation and submission of annual report to the WEA Board of Directors.
 - Ensure that communication with the National Office and WEA Board is accurate and timely.
 - Attend annual membership meeting of the WEA.
- Coordinate the systematic review of self-study submissions through the use of unbiased, nonpartisan subcommittees.
 - Provide guidance to applicants as needed.
 - Receive and review organizational applications
 - Recruit review team from COEL members and select chair of team.
 - Maintain consistent communication with accreditation applicants.
 - Coordinate review of annual report and onsite visits.
 - Ensure that the accreditation process is conducted in a timely manner.
- Maintain and ensure accuracy of the organizational portfolio platform.
- Supervise Commission productivity

Professional Qualifications

- Master's degree required, doctorate degree preferred.
- Strong experience in curriculum design.
- Two or more years of experience in higher education.
- Demonstrated expertise with high level organizational leadership skills.
- High level of motivation and ability to work independently.
- Demonstrated experience with planning, delegation and task facilitation.
- Ability to convey a vision to COEL members.
- Ability and willingness to collaborate with WEA board, standards & curriculum committee
- Strong written, oral communication, and public speaking skills.

The COEL is a voluntary professional appointed position with term limits and as such, should be considered commensurate with requirements towards promotion.

* A more detailed scope of work document will be provided to applicants or upon request to the National Office.