

**COUNCIL ON NATUROPATHIC MEDICAL EDUCATION
EXECUTIVE DIRECTOR JOB DESCRIPTION**

Education Requirements for Position

Preferred:

- Doctoral degree and/or law degree

Professional Experience Requirements for Position

Preferred:

- Leadership experience with a USDE-recognized accrediting agency
- Leadership experience in higher education
- Experience with administrative law and/or regulatory processes
- Leadership experience in the non-profit sector, including experience with board governance and administrative management
- Experience related to alternative/complementary/integrative medical fields

Required Skills and Abilities

- Excellent written communication skills
- Excellent verbal communication skills
- Ability to build positive working relationships with a wide variety of stakeholders, including: CNME board members; ND program faculty, staff and students; leadership of federal, state and provincial naturopathic organizations (AANMC, AANP, CAND, NABNE, etc.); and USDE staff and other federal agencies
- Ability to rapidly and effectively respond to inquiries from potential students, ND graduates and residents, interested members of the public, regulators, reporters, and others seeking information on naturopathic medicine education and related topics
- Excellent group facilitation skills
- Excellent strategic planning skills
- Excellent problem-solving ability; ability to deal effectively with non-routine, undefined and/or evolving situations
- Ability to prioritize tasks and projects
- Ability to work effectively and independently without direct supervision
- Financial management ability, including developing and managing budgets and understanding financial audits and reports
- Ability to oversee/direct/advise/orient staff, consultants, and CNME volunteers

Specific Job-Related Responsibilities and Functions

The executive director serves as the chief executive officer of the Council on Naturopathic Medical Education and is responsible for the overall management and administration of the Council. As the CEO, the executive director is under the direction and is responsible to the CNME Board of Directors as a whole.

Specifically, the executive director is responsible for carrying out the following:

1. Obtaining all required permits, business registrations, professional occupation licenses, or otherwise, that may be required by any and all applicable state law or local government ordinances for ongoing operation of the Council, and for ensuring that the Council remains in good standing in regard to all regulatory requirements pertaining to the Council's operations.
2. Obtaining directors' and officers' liability insurance coverage for CNME board members and the executive director, and bonding for the Council's bookkeeper, treasurer and executive director, if directed by the board. And obtaining other insurance policies (e.g., liability) as may be useful or required.
3. Remaining well-informed of and ensuring the Council's strict compliance with:
 - a. laws and regulations that apply to accrediting agencies recognized by the U.S. Secretary of Education;
 - b. laws and regulations that apply to corporations recognized by the U.S. Internal Revenue Service as 501(c)(3) organizations;
 - c. laws and regulations for corporations organized under the District of Columbia Non-profit Act, and;
 - d. the Council's own governing documents, policies and procedures.
4. Serving as the Council's primary contact for CNME-accredited and candidate ND programs and programs seeking accreditation, and for recognized residency sponsors and those seeking recognition.
5. Providing advice to colleges and programs on compliance with standards and policies, as well as on required submissions to the Council (e.g., self-study reports, annual and focused reports, substantive change applications).
6. Serving as the Council's liaison with U.S. and Canadian federal and state/provincial governmental agencies—and other organizations—with which the Council interacts.

7. Serving as the Council's liaison with various national, state/provincial and other naturopathic medical organizations and associations, and providing information on CNME accreditation to legislative bodies and state/provincial associations to support licensure initiatives and address other issues that may arise. Attending meetings of the U.S. Naturopathic Coordinating Council, Canadian Naturopathic Coordinating Council and other organizations as needed.
8. Reviewing all applications for consideration, candidacy and accreditation self-study reports, annual reports, focused/interim reports, and other submissions from ND programs for completeness and responsiveness. Providing guidance to the Council on the content of ND program submissions and feedback to programs regarding deficiencies in submissions.
9. Organizing and providing administrative support to the Council's on-site evaluation teams responsible for conducting visits to naturopathic medicine programs and residency programs, and participating in on-site visits. Advising evaluation teams on issues related to the standards and on-site visit protocol, and revising evaluation team reports to ensure clarity, accuracy and consistency.
10. Organizing, coordinating, and drafting agendas and compiling materials for the Council's board and committee meetings, and serving in an advisory capacity to the board and committees. Identifying issues to present to the board. Assisting the board in formulating decisions, including providing options and drafting motions.
11. Revising and updating the Council's publications and website to reflect accreditation decisions, revisions of standards and policies, or other changes due to Council actions.
12. Maintain and update as needed a CNME operations manual; ensure that at least one board member is trained to serve as executive director in the event of an emergency.
13. Engaging in fundraising as may be necessary to meet the financial needs of the Council. (Note that currently the CNME does not engage actively in fundraising.)
14. Revising the Council's accreditation standards, residency program requirements, policies and procedures, and the Council's bylaws, as circumstances may necessitate, for presentation to the Council for review and approval.

15. Ensuring that the Council addresses any formal complaints against an accredited program or itself in accordance with its complaint policies.
16. Drafting periodic US Dept. of Education applications for renewal of recognition as an accrediting agency; gathering/drafting documentation required by USDE; consulting with legal counsel, as needed, to ensure compliance with USDE regulations; representing the Council at USDE/NACIQI hearings and in communications with USDE staff; and, generally, remaining well informed about changes in USDE regulations and political trends that may impact the Council.
17. Assisting in designing, organizing and coordinating the Council's periodic evaluator training program, and participating in instructional activities as needed.
18. Serving along with the Council president as a chief spokesperson for the Council.
19. Replying in a timely manner to inquiries from prospective naturopathic students and the general public.
20. Being well-informed on the Council's requirements, policies, and standards affecting accredited and candidate colleges and programs, and recognized residency sponsors.
21. Preparing and distributing the minutes of board and committee meetings, and certain other meetings, in a timely fashion.
22. Working with the nominations committee to solicit nominations for open board seats from various stakeholders; providing information to potential board members regarding the roles and responsibilities of board members; ensuring that board membership is maintained in accordance with the CNME bylaws and policies, as well as US Dept. of Education requirements.
23. Maintaining in a systematic manner the Council's records, including correspondence, reports that the Council issues, reports that the Council receives, minutes of board and committee meetings, and financial records; ensuring that CNME's record-keeping practices comply with US Dept. of Education regulations.
24. Representing the Council at meetings of the Association of Specialized and Professional Accreditors (ASPA) and the Council for Higher Education Accreditation; reviewing ASPA and CHEA publications to be informed of trends in higher education accreditation relevant to the work of the Council.

25. Carrying out in a timely manner the decisions of the Council's board of directors, executive committee, and Council committees.
26. Developing an annual budget for review by the board, arranging for periodic financial reports, and monitoring revenues and expenditures. Arranging for annual audits and financial reviews, and providing the auditor with all necessary documents and information.
27. Purchasing equipment and services as needed, and reviewing and approving invoices for payment.
28. Ensure that the CNME board is well-informed of external and internal developments related to CNME mission and activities.
29. Supervising—and being responsible for ensuring the quality of—the work of an administrative assistant, bookkeeper, and any other clerical or support staff, whether hired as a regular employee or independent contractor.
30. In partnership with the Committee on Post-graduate Naturopathic Medical Education (CPNME), drafting revisions/additions to CNME's residency standards, policies and procedures as may be needed; ensuring that CNME's process for regulating residencies is carried out systematically in accordance with CNME's/CPNME's standards, policies and procedures; overseeing the CNME administrative assistant's management of the residency database and issuance of residency certificates to ensure accuracy and timely updates; working with the database creator to implement changes, as needed, to improve the database functionality.

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