

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

The executive director shall be the chief executive officer of the Council on Naturopathic Medical Education, and shall be responsible for the overall management and administration of the Council. In particular, the executive director shall be responsible for 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.
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, as directed by the board.
3. Remaining well-informed of and ensuring the Council's 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 member colleges and programs and those seeking membership, and for approved residency sponsors and those seeking approval. Providing advice to colleges and programs on compliance with standards and policies.
5. 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.
6. 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 Naturopathic Coordinating Council, and meetings other organizations as needed.
7. 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.
8. 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.
 9. 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.
 10. Revising and updating the Council's publications and website.
 11. Engaging in fundraising as may be necessary to meet the financial needs of the Council.
 12. Participating in periodic and special projects, such as revising the Council's accreditation standards, residency program requirements, policies and procedures, and the Council's bylaws.
 13. Assisting in designing, organizing and coordinating the Council's periodic evaluator training program, and participating in instructional activities as needed.
 14. Serving along with the Council president as a chief spokesperson for the Council.
 15. Replying in a timely manner to inquiries from prospective naturopathic students and the general public.
 16. Being well-informed on the Council's requirements, policies, and standards affecting accredited and candidate colleges and programs, and approved residency sponsors.
 17. Preparing and distributing the minutes of board and committee meetings, and certain other meetings, in a timely fashion.
 18. 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.

19. Representing the Council at meetings of the Association of Specialized and Professional Accreditors (ASPA) and the Council for Higher Education Accreditation to the extent that finances and other responsibilities allow.
20. Carrying out in a timely manner the decisions of the Council's board of directors, executive committee, president, and Council committees.
21. 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.
22. Purchasing equipment and services as needed and approving invoices.
23. 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.

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