



International Society of Arboriculture

Credentialing Council

Purpose Statement: The Credentialing Council ("Council") serves as a policy body within ISA, responsible for the development, review, evaluation and the administration of all policies and procedures to ensure the impartiality, validity, technical accuracy, and fairness of credentialing programs.

Structure

- ☐ The Credentialing Council shall be composed of seven (7) to ten (10) voting members.
- ☐ The Credential Council shall have at least four (4) credential holders and a minimum of two (2) non-credential holders.
- ☐ Credentialing Council Members shall not be required to be ISA Members.

Criteria

- ☐ All potential nominees must be qualified as required by Article X of the ISA Bylaws.
- ☐ The ISA Credentialing Council will consider the following diversity criteria when preparing the slate of candidates for open Council positions:
 - geographic location
 - demographic diversity
 - employment experience or specialty
 - and other relevant and appropriate factors



Selection

- ☐ The ISA Credentialing Council will make all responsible effort to identify two (2) or more eligible candidates to be nominated for each open position.
- ☐ Nominees will be presented to the ISA Executive Director for review and appointment

Terms of Office

- ☐ All appointments shall be for a term of three (3) years
- ☐ Consecutive terms shall be limited to two (2) full terms
- ☐ Total terms are limited to three (3) full terms

Duties and Responsibilities

Council

- ☐ Review and if necessary, ask for information on every important matter requiring Council action; read all materials distributed to the Council.
- ☐ Stay informed of work delegated to committees and serve when assigned to committees.
- ☐ Publicly support positions adopted by the Council and ISA.
- ☐ Protect the confidentiality of the information received. Agree to sign the ISA Confidentiality and Non-Disclosure Agreement.

- ☐ Observe the ban on use of inside information and any perception of conflict of interest and restraint of trade. Declare any conflicts of interest, in line with ISA's corporate policies.
- ☐ Abstain from voting on actions where conflict of interest is involved. The member should ensure his/her abstention is recorded in the official minutes of the meeting at which such matters are discussed.
- ☐ Attend meetings and conference calls as scheduled.
- ☐ One council member will be in attendance at any Job Task Analysis (JTA) meetings of the Subject Matter Expert (Test/BCMA) committee.

Council Members

- ☐ There are no formal chair or vice chair positions within this committee.

Meetings

- ☐ An annual face-to-face Council meeting will be scheduled in the first quarter of the new fiscal year.
- ☐ All other meetings will be conducted via conference call or virtual meeting with the opportunity to schedule an additional face-to-face meeting as required and approved by the ISA Executive Director in collaboration with the Director of Credentialing.
- ☐ A quorum must be present for any voting to be conducted. A quorum consists of half the voting members of the Council plus one voting member.
- ☐ The Council shall be reimbursed for reasonable expenses to attend these meetings, subject to the ISA corporate reimbursement policy.

ISA Staff Administrative Responsibilities

- ☐ Oversight of the Council according to policy by the Director of Credentialing and the Executive Director.
- ☐ A monitoring report will be developed by Credentialing Council members and provided annually to the ISA Executive Director by the beginning of the second quarter of the ISA fiscal year.
- ☐ Staff will provide the Council with the necessary data and reports to allow the Council the ability to provide proper monitoring and oversight throughout the year.