



Accreditation Commissioner Position Description

Scope of Work

Section XI of the Alliance Bylaws states: “There shall be an Accreditation Commission which shall be responsible for the ongoing administration of the Association’s accreditation program. The objective of the accreditation program shall be the establishment and maintenance of professional standards and the qualitative evaluation of museums in the light of such standards.”

Commissioners have multiple roles:

- Accreditation Decision Makers: Commissioners render decisions on the accredited status of museums
- Industry Leaders: Commissioners have expertise and access to current information about the museum field, and a unique perspective from which to identify issues. As such, Commissioners can help shape museum behavior, promote change and generate discussion and debate that can advance the field
- Advocates: Commissioners advocate for, promote, and raise the visibility and value, of Accreditation Program, Alliance, the Accreditation Commission and accredited museums
- Ambassadors: Commissioners help connect the Alliance to other professional organizations, funders, potential partners, etc.

Responsibilities

- Attend three Accreditation Commission meetings held each year (@2-3 days per meeting + travel) and other virtual meetings/conference calls as necessary¹
- Come prepared to meetings
- Thoroughly read the Self-Study, site visit report, and other materials for assigned museums/other business on the agenda prior to a Commission meeting
- Submit written comments on assigned museums, to the staff and other Commissioners, at least 5 business days prior to the meeting
- Make succinct and accurate oral presentations on assigned museums to the other Commissioners at the meeting
- Actively, thoughtfully, and constructively contribute to meeting discussions and deliberations.
- Make efficient, deliberative, fair and informed decisions in the best interest of the institution and program
- Proactively and in a timely way connect with Visiting Committee members, Accreditation Program staff, and other Commissioners as needed to raise/resolve issues and questions that arise during preparation for a meeting
- Meet deadlines and work collaboratively with the Accreditation Program staff and fellow Commissioners
- Maintain a strict level of confidentiality about specifics of a museum’s situation that emerge as part of the accreditation process.
- Apply accreditation standards to real life situations
- Be an ambassador and advocate for the program, including serving on conference panels, conducting selected site visits and doing award presentations
- Bring issues and concerns about accredited museums, and trends in the museum field relevant to the work of the Commission/Accreditation Program, to the table

- Participate in training and undergo performance evaluation
- Participate on special projects or committees as needed/assigned, outside the confines of the meetings
- Be available to support AAM's response to media inquiries

Qualifications

- Have a strong and demonstrated commitment to the Accreditation Program, standards, and philosophy of excellence and continual institutional improvement
- Museum professional with significant leadership level experience (minimum 5 years in a senior leadership/management capacity)
- Have an understanding of a wide range of museum operations and standards, who can form sound and informed judgments on the totality of a museum's operations
- Have experience taking a museum through the accreditation process; and ideally have experience as an Accreditation or MAP peer reviewer
- Have a track record of taking an active role in the museum field on a national, local, or state level

Qualities

- Represents the field broadly, not just a specific discipline
- Able to apply standards in light of emerging trends and evolving practices
- Demonstrates personal and professional commitment to ethical behavior
- Flexible and open to new ideas/change
- Able to synthesize a lot of information and analyze it within the context of field-wide issues
- Has courage in making recommendations but is willing to consider other viewpoints
- Thoughtful about ways to advance and improve the Accreditation Program as well as standards
- Is a good listener and respectful of differences and others' opinions
- Responsible and accountable
- Collegial and has a good sense of humor
- Champion of the guiding principles and approach of the new accreditation program
- Not tethered to the status quo
- Innovative, creative
- Intellectual sophistication

Commitment

Cost

- Serving as an Accreditation Commissioner is a voluntary commitment
- Commissioners are reimbursed for their accommodation, travel, and other expenses related to the meeting; Commissioners receive no other remuneration

Time

- An Accreditation Commissioner usually contributes approximately thirty days of time annually to this program
- The initial term of service is five years and a Commissioner may be re-appointed for two consecutive terms, the first of which is three years and the second two years in length
- Commissioners are strongly encouraged to attend the Alliance's Annual Meeting (at their own expense)

Accreditation / Membership

- A Commissioner's museum must be accredited, or in the process of, becoming accredited/applying during his/her term
- A Commissioner's museum must be an Alliance member; if the Commissioner is not associated with a museum, s/he must be an individual Alliance member

¹ Early February; mid-June; early October