



Inter American Accreditation Cooperation

IAAC Qualifications for Elected IAAC Positions

CLASSIFICATION

This document is classified as an IAAC Administrative Document.

AUTHORIZATION

Issue N°:	01
Prepared by:	Executive Committee
Date:	March 14, 2008
Revision N°:	00
Approved by:	General Assembly
Issue Date:	September 12, 2008
Application Date:	Immediate
Document number:	IAAC AD 043/08
Inquiries:	IAAC Secretariat
Telephone:	+52 (55) 9148-4300
Fax:	+52 (55) 5591-0529
e-mail:	secretariat@iaac.org.mx

AVAILABILITY

Copies of this document on paper or disk, in English and Spanish, are available at the IAAC Secretariat.

COPYRIGHT

IAAC holds the copyright of this document and it may not be copied for resale.

Original: English



Inter American Accreditation Cooperation

IAAC Qualifications for Elected IAAC Positions

1. The purpose of this document is to outline the qualifications for elected positions in IAAC.
2. The elected IAAC positions are the Treasurer and the Chair and Vice Chairs of:
 - IAAC
 - MLA Committee
 - Technical Committee
 - Laboratories Subcommittee
 - Certification Bodies Subcommittee
 - Inspection Bodies Subcommittee
 - Management Committee
 - Documentation Subcommittee
 - Training Subcommittee
 - Promotion Subcommittee
 - Treasurer
3. The qualifications for these elected positions are as specified below.
4. The responsibilities for the IAAC Chair and Vice Chair are given in Chapter 6 of the IAAC Bylaws. The responsibilities for all other Committee Chair and Vice Chair are given in the respective Terms of Reference. The rights of full and associate members to be elected are given in articles 4.2 and 4.3 of the IAAC Bylaws.

All candidates for elected positions must:

- Be members of an accreditation body, except as stated in the IAAC Bylaws, for Chair / Vice Chairs of the MC Subcommittees that is in good standing.
- Possess the ability to direct and administer meetings effectively.
- Possess leadership skills.
- Preferably speak English and Spanish.
- Have financial support from the individual's organization for IAAC activities.
- Be willing to travel.
- Be able to attend the relevant IAAC meetings and those of outside groups to which the person has been assigned.



Inter American Accreditation Cooperation

In addition to the qualifications above, candidates should also meet the following qualifications for each of the specific positions:

Candidates for IAAC Chair and Vice Chair:

- Hold senior position within his/her organization
- Have a minimum of three years experience **in the operation of IAAC** and at an executive level in public or private organizations involved in accreditation and/or conformity assessment.
- Possess good knowledge of the international accreditation systems for laboratories, certification bodies and/or inspection bodies.
- Be able to attend all Executive Committee and General Assembly meetings of IAF and ILAC and selected coordination committee meetings (e.g. BIPM, ISO, etc)
- Speak English

Candidates for MLA Committee Chair and Vice Chair:

- Have occupied a responsible position at public or private organizations involved in accreditation and/or conformity assessment for a minimum of 3 years.
- Possess good knowledge of the international accreditation systems for laboratories, certification bodies and/or inspection bodies.
- Possess good knowledge of the operation of the Multi-lateral Recognition Arrangements.
- Be from a member organization that is an IAAC MLA signatory

Candidates for TC and MC Chairs:

- Have occupied a responsible position in public or private organizations involved in accreditation and/or conformity assessment for a minimum of 3 years.
- Possess good knowledge of the international accreditation systems for laboratories, certification bodies and/or inspection bodies.

Candidates for Subcommittee Chairs:

- Possess good knowledge of the specific subject matter covered by the Subcommittee.

Candidates for TC, MC, Subcommittees Vice Chairs:

- Possess good knowledge of the specific subject matter covered by the Subcommittee.
- Qualifications for Vice Chairs are similar and complementary to those for the Chairs but may have less experience than Chairs. They would acquire increased skills while supporting the Chairs.