

COEL Chair(s)

Position Description

Reporting to the Board of Directors, the Commission on Outdoor Education and Leadership (COEL) will be responsible for overall functions of the accreditation process and, expansion therein and execution of its mission on behalf of the Wilderness Education Association and partnering organizations.

General Responsibilities

The chair(s) will review all accreditation applications. After review by the Commission, the chair(s) provide recommendation for approval, revision, or denial of accreditation status.

- Chairs the Executive committee (do want the COEL to have a vice chair, and past-chair or can we wait on this?)
- Collaborate with WEA Leadership, Board of Directors, & the WEA Standards Committee to ensure that the curricular standards are adequately assessed and maintained by accredited organizations.
 - Coordinate preparation and submission of annual COEL report.
 - Ensure that communication with the national office and WEA Board is accurate and timely.
 - Attend annual membership meeting of the WEA.
 - Is the signatory for official communication for the Council and the WEA on behalf of Accreditation
 - Ensure clear communication with WEA Board, and attend the annual membership meeting of the WEA.
- Coordinate systematic reviews of self-study submissions through the use of unbiased, nonpartisan subcommittees.
 - Receive and review applications.
 - Recruit review team from COEL members and select chair of team.
 - Maintain consistent communication with accreditation applicants.
 - Coordinate systematic reviews of self study through the use of unbiased nonpartisan subcommittees.
 - Coordinate review of annual report and onsite visits.
 - Ensure that the accreditation process is conducted in a timely manner.
- Maintain the organizational portfolio platform.
- Oversee COEL members and productivity
 - Recruit and recommend COEL members to the WEA Board per established qualifications.
 - Ensure that COEL members agree to and adhere to the COEL member guidelines.
 - Conducts onboard training and continuing education as needed.
 - Conduct regular COEL business meetings and submit meeting minutes to a secure record storage accessible by the national office.
- Provide guidance to applicants as needed.

Professional Qualifications

- Master's degree required, doctorate degree preferred.
- Strong experience in curriculum design.

- Two or more years of experience in higher education.
- Demonstrated expertise with high level organizational leadership skills.
- High level of motivation and ability to work independently.
- Demonstrated experience with planning, delegation and task facilitation.
- Ability to convey a vision to COEL members.
- Ability and willingness to collaborate with WEA board, standards & curriculum committee
- Strong written, oral communication, and public speaking skills.

Compensation

The COEL is a voluntary professional appointed position with term limits and as such, should be considered commensurate with requirements towards promotion.