

Job Description for the Members of the FELASA Accreditation Board for Education and Training

- be members of a FELASA member association.
- be fluent in spoken and written English
- have good interpersonal skills
- have experience in LAS training as a teacher and/or course organizer
- be prepared to fully dedicate, in a one-year period, up to 12 days participating in meetings and audits plus about 80+ hours home-working (based on 35 accredited courses in 2020)
- Meetings and audits:
 - 6 days - 2 face to face meetings (usually one at Chair location and the other at a Board member location; from Thursday afternoon, to late Friday) plus traveling time (usually Thursday morning at arrival and Saturday morning at departure from meeting)
 - 6 days - maximum 2 Course audits (3 days each, including traveling time)
- Home-working per year:
 - 10-12 2-hour teleconference meetings (total 20-24h)
 - Audit reports, reviewing Annual reports and new applications etc (about 60-80h)
- be nominated by a constituent Member Association or by the Accreditation Board subject to approval by the FELASA Board of Management
- sign a confidentiality agreement

Membership period

Terms are for 3 years' period of service to a maximum of 9 years, with 1 member being replaced every year. There should be a 6 months to 1-year overlap of activity with the leaving member.

The chairperson of the Board is also at the same time FELASA Vice-President for Education and Training and sits on the Executive Committee (EC) of FELASA. The terms are 2 years with two renewals. Therefore, the terms of the Board's chairperson have to match the EC member terms of 2 years' period of service to a maximum of 6 years.