



## Forensic Specialties Accreditation Board

Job Description: Director

The Forensic Specialties Accreditation Board (FSAB) is composed of a Board of Directors assisted by Affiliates who are often, but not always, former Directors. Directors serve three-year terms and are limited to four consecutive terms.

The FSAB is governed by the latest revisions of its Bylaws, Standards, and Policies and Procedures. These have been developed and revised with the goal of bringing the FSAB into compliance with ISO-IEC 17011 and its standards with ISO-IEC 17024.

Directors are expected to attend the FSAB Annual Meeting (held in February the weekend before and at the same location as the AAFS Annual Meeting). Director duties require service on FSAB committees. Most commonly, these are Accreditation Review Committees (ARCs) that evaluate applications received by the FSAB from forensic-related Conformity Assessment Bodies (CABs) for accreditation and reaccreditation by the FSAB. The evaluations include visits by ARC members to sites designated by the CABs under review for direct examinations of CAB procedures and records. FSAB Directors may also be asked to serve on other committees including, but not limited to, complaint review and internal audit committees.

Currently, there are fifteen Director positions, thirteen for Regular Directors and two for Public Directors. These numbers are expected to grow as we the Board serves a larger array of stakeholders and CABs. Regular Directors must be certified by an FSAB accredited CAB at the time of their election to the FSAB. Public Directors, are not required to meet the certification requirements of an FSAB accredited CAB. While Regular Directors are certified by an FSAB accredited CAB, they do not *represent* that CAB. The President appoints Affiliates annually.

When vacancies on the board occur, the FSAB encourages nomination of individuals who are prepared to complete assignments to advance the purpose and goals of the FSAB. Although not a requirement, the FSAB is particularly interested in individuals who have experience in accreditation activities, assessing compliance with standards (especially ISO-IEC standards), and writing grant proposals.

Nominees should be able to work well with other people, maintain confidentiality in all situations, and be timely and responsive in communications. Nominations are to be sent to the sitting FSAB Secretary and be able to be present at the Board's next annual meeting.

Training in the assessment process for new Directors is mandatory and provided and paid for by the FSAB. Directors are reimbursed for lodging and per diem expenses when attending the Annual FSAB Meeting, other official FSAB meetings, and site visits to CABs. Directors volunteer their time, expertise, and service.