



Academy for Certification of Vision  
Rehabilitation & Education Professionals

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## Board of Directors Recruitment Packet

### What is ACVREP

The Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP) is a private, not-for-profit 501(c)(6). As an independent and autonomous legal certification body governed by a volunteer Board of Directors, ACVREP is dedicated to meeting the needs of the vision services field and providing high-quality professional certification in the discipline areas of low vision therapy, orientation and mobility, and vision rehabilitation therapy.

With the decision to separate the corporate responsibilities and operational functions of professional certification from the scope of its professional membership programs, the Association for Education and Rehabilitation of the Blind and Visually Impaired (AER) supported the creation of an independent certification body. Proudly established on November 6, 1999 and incorporated in January 2000, ACVREP was formed to enhance the value of certification in the vision rehabilitation and education services field.

Today, to promote quality in the vision rehabilitation and education services field and foster greater confidence in individuals seeking and receiving such services, ACVREP offers the following professional certifications:

- Certified Low Vision Therapist (CLVT)
- Certified Orientation and Mobility Specialist (COMS)
- Certified Vision Rehabilitation Therapist (CVRT)

Candidates for ACVREP certification must meet rigorous educational and performance requirements in order to adequately demonstrate professional competency within the discipline area for which they have applied. ACVREP certification is a voluntary process and is sought by professionals who are committed to providing the quality services to individuals, their families, and the communities in which they live and work.

## **Our Mission**

Advancing professional competency in vision rehabilitation and education to promote service quality.

## **Our Vision**

That all persons seeking vision rehabilitation and education services be given full access to and receive such services from highly qualified, competent, and certified professionals.

## **Core Organizational Values**

1. All people have the right to be treated with dignity and respect.
2. All people should be empowered to exercise informed choice.
3. All people should have access to needed vision rehabilitation and education services that achieve optimal outcomes.
4. All people should receive vision rehabilitation and education services from competent and qualified professionals.

## **Organizational Purposes**

In support of its mission, vision, and values, ACVREP's purposes are:

1. To develop and maintain current, field-driven professional scopes of practice and competencies for vision rehabilitation and education professionals that serve to promote the value and quality of services provided by ACVREP certified professionals.
2. To recognize individual professionals who achieve certification by meeting rigorous educational and clinical practice requirements and demonstrating professional competence by passing the applicable national certification exam.
3. To ensure that ACVREP certified professionals provide services in an ethical manner through the development and implementation of Codes of Ethics.
4. To provide consultation that supports professionals in applying for and obtaining ACVREP certification.
5. To review the quality of ACVREP approved continuing education programs to promote instructional benefit and optimal outcomes for professional learners.
6. To provide education and information to consumers and other stakeholders on the value of ACVREP certification.
7. To seek input and be responsive to the needs of all stakeholders.

## **Organizational Ends**

In support of its mission, vision, values, and purposes, ACVREP's organizational "Ends" are:

1. Individuals who receive vision rehabilitation and education services have the opportunity to achieve their maximum potential.
2. Individuals who provide vision rehabilitation and education services shall meet professional standards that promote professional competency and ethical practice, enhance service quality, and facilitate optimal outcomes for individuals receiving services.
3. Vision rehabilitation and education service provider organizations achieve

### **ACVREP Certified Professionals**

Currently, ACVREP certifies over 3,000 individuals in the United States and Canada. Employed in a wide variety of organizations and settings (e.g. state agencies, private agencies, Veterans Affairs hospitals and clinics, school districts, private contract, etc.), ACVREP certified professionals provide vision rehabilitation and education services to individuals who are blind or visually impaired. Given current and projected demographic data, these services are critically needed and will continue to be in high demand for many years to come.

### **The ACVREP Board of Directors**

As the corporation's governing body, the ACVREP Board of Directors is responsible for the following general activities:

#### Planning

- Approves the organization's mission, vision, values, and purposes.
- Engages in organizational strategic planning activities.
- Annually assesses the ever-changing environment and conditions of the field in which the ACVREP operates and approves the organization's strategic plans and initiatives to accomplish the stated mission, vision, values, and purposes.
- Reviews and approves the organizations programs and plans.

#### Organization

- Works with the President to create the strategic direction for the organization and set goals and objectives to meet organizational "Ends."
- Assures that management continuity is properly provided.
- Approves appropriate compensation for organizational and benefits policies/practices.
- Annually reviews and assesses the performance of the President in relation to achieving the organization's stated mission, vision, values, and purposes.
- Annually reviews the performance of the Board of Directors and take appropriate action (including providing recommendations for its composition, organization, and responsibilities) to continually improve organizational performance.
- Actively participates at meetings of the Board of Directors and on committee assignments (if assigned).

## Operations

- Reviews results achieved by organizational management in relation to the stated mission, vision, values, and purposes.
- Reviews financial results (e.g. quarterly and year-end reports) for the organization and ensures through appropriate oversight that reports are accurate and in accordance to accepted accounting procedures and principles.
- Assesses the financial structure of the organization and determines if resources are adequate for its current and projected needs given the organization's strategic plans by approving the annual budget.
- Provides constructive criticism and support to the Chair, Board officers, members of the Board, and the President focused on improving organizational performance.
- Approves major actions undertaken by the organization's management, such as capital expenditures on projects over authorized limits or revisions to certification requirements and programs.

## Audit

- Assures that published reports accurately reflect operating results and the financial condition of ACVREP to enhance stakeholder communication, and organizational transparency and accountability.
- Reviews and assesses management's implementation of approved policies and procedures.
- Monitors and identifies real or perceived conflict of interest.
- Reviews compliance with relevant local, state or federal laws or regulations affecting the organization.
- Approve independent auditors (e.g. fiscal)

## **Director Position Description**

The role of each director is to serve a three-year term by leading, advising, and supporting the activities of ACVREP. Each director participates by:

- Attending all Board meetings, prepared to further the success of ACVREP and to support the organization's mission, vision, values, and purposes.
- Remaining current on issues affecting the vision rehabilitation and education services field.
- To devote time to learn how the Academy functions; its uniqueness, strengths and needs; and its place in the community of organizations serving people who are blind and visually impaired.
- Informing the Board in helping position ACVREP to implement high-quality certification programs and be responsive to the needs of organizational stakeholders.
- To maintain the confidential nature of Board deliberations and to avoid acting as spokesperson for the Academy unless specifically authorized to do so.

- To accept and abide by the legal and fiscal responsibilities of the Board as specified by its charter and bylaws, and federal, state and provincial laws and regulations.
- Accepting special assignments designated by the Chair (when necessary).
- To vote according to one's individual conviction, to challenge the judgment of others when necessary; yet to be willing to support decisions of the Board and work with fellow Directors in a spirit of cooperation.
- To understand the role of the Board as a policy-making body and to avoid inappropriate participation in administration of policy.
- To comply with conflict of interest policies and disclosure forms developed by the Board, and to refrain from actions and involvements that might prove embarrassing to the Academy and to resign if such actions or involvements develop.
- To make judgments always on the basis of what is best for ACVREP and for the community of people who are blind and visually impaired, and for the service provider organizations and professionals who serve them.

### **Time Commitment**

Two-year term (up to two consecutive terms)

Annual Spring Meeting (2 days; March-April Timeframe)

Annual Fall Meeting (2 days; October-November Timeframe)

Quarterly Board Conference Call (up to 4 calls annually, 1-2 hours per call)

Please Note: All expenses for attendance at official meetings are reimbursed.

### **Requirements of Candidates**

ACVREP is seeking a diverse group of individuals willing to lead the organization. Each Director is expected to use his/her personal strengths and areas of expertise to support the growth and development of the organization.

ACVREP seeks Board members who understand and support the mission, vision, values and purposes of the organization. Candidates must demonstrate a strong commitment to the provision of quality vision rehabilitation and education services and the value of certification in enhancing the quality of such services and empowering consumer to make informed choices regarding the services they receive. Candidates must also be committed to supporting ACVREP in making its Board of Directors inclusive and representative of the community of organizational stakeholders ACVREP serves. To this end, candidates must demonstrate the ability to lead and communicate effectively with a wide variety of stakeholders. Candidates must also possess strong management and interpersonal skills necessary to sustain collaborative group efforts. In addition, ACVREP desires individuals who are patient and of good humor.

ACVREP is an organization that values difference in background, perspective, beliefs, and traditions. ACVREP does not discriminate against any individual because of race, ethnicity, gender, gender identity, sexual orientation, age, creed, physical ability, and/or national origin.

In building a strong and respected organization that is relevant to the field, it is imperative that a knowledgeable, engaged and inspired Board of Directors be in place to effectively lead the organization. This goal is accomplished by considering the following criteria during the selection process:

- Knowledge and experience in the field/industry or related fields/industries
- Contributions to the field/industry or related fields/industries
- Prior leadership experience
- Cultural competency

These criteria in addition to Board diversity are given considerable weight in the selection process.

### **The Selection Process**

The process of identifying candidates for the ACVREP Board of Directors is on-going and conducted by the Nominations Committee of the ACVREP Board of Directors. Applications are solicited from ACVREP's certified professionals and the general public. Applications are selected for consideration by the Nominations Committee based on projected vacancy and Board membership requirements established within organization bylaws. All completed applications received by ACVREP will be keep on file for a three (3) year period of time from the date of receipt, during which time the application may be reviewed and considered by the Nominations Committee for candidate selection.

The nominations process begins with an official "Open Board Position" announcement, which will include information regarding the open Board position or positions that must be filled and a Board Member Profile. After the announcement has been posted, the Nominations Committee will review all applications on file and select those applicants that fit the available position or positions.

Applicants selected by the Nominations Committee to possibly fill a Board opening will be interviewed by the Nominations Committee (or a delegated representative of the committee). Nominations will then be made to the Board of Directors for election during the annual fall meeting of the ACVREP Board of Directors. Candidates will be notified of the result immediately following the election.

### **Nomination Process Time**

#### January – April

- President notifies Board of upcoming vacancies

- “Open Board Position” announcement is posted and distributed

#### June – August

- Nominations Committee reviews candidate applications on file and, if necessary, identifies any potential candidates needed to fulfill Board membership requirements. The President will contact any candidates identified by the Nominations Committee to request the submission of the Board membership application.
- Nominations Committee selects candidates to interview
- Scheduling/conducting candidate interviews
- Final slate of candidates selected and contacted by the Nominations Committee

#### October (Annual Fall Meeting of the Board of Directors)

- Final slate of candidates presented to Board for vote
- Approved candidates contacted and invited to attend next scheduled Board meeting.

#### **Opportunity**

This is an exceptional opportunity to foster the growth and development of a national nonprofit organization devoted to enhancing the quality of vision rehabilitation and education services. Thank you for your consideration in joining the ACVREP Board of Directors. For more information about the ACVREP Board of Directors, please contact Garrett A. Holm, President, at 520.887.6816 (ext. 223) or [gholm@acvrep.org](mailto:gholm@acvrep.org).