



CCAOM JOB ANNOUNCEMENT

Position Title: Executive Director, Council of Colleges of Acupuncture and Oriental Medicine

Qualifications: The following qualifications are required:

- a graduate degree
- nonprofit management experience
- outstanding oral and written communications skills
- outstanding interpersonal skills (plays exceptionally well with others)
- strong analytical skills
- strong attention to detail
- computer literacy
- experience in developing and managing an institution or organizational budget

The following qualifications are not required but are highly desirable:

- familiarity with the field of acupuncture and Oriental medicine and/or integrative health care
- meeting planning experience
- a mediating temperament as evidenced by an ability to objectively assess competing viewpoints and to identify possible paths for resolution
- American Society of Association Executives' (ASAE) CAE (certified association executive) certification
- legislative or legal background

Position Description:

- Office Structure: The CCAOM national office currently consists of an Executive Director, a CNT Program Manager/Finance Administrator, and one part-time employee who assists the CNT Program Manager. This configuration is expected to change sometime in 2018 when the CNT Program will be managed by the CNT Program Manager and two additional employees, all of whom will work part-time. Beginning in January of 2018, the CNT Program will relocate from the private residence of the Program Manager to a commercial space in Baltimore, MD.
- Supervision of CNT Program: While the Executive Director has overall responsibility for the organization, including the CNT Program, the CNT Program Manager exercises day-to-day operation of the Program in consultation with the Executive Director. The Executive Director's involvement in the CNT Program generally arises when the CNT Program Manager refers specific issues to the Executive Director and/or when aspects of the Program involve communications with the CCAOM Executive Committee or other AOM organizations. The CCAOM CNT Committee also exercises general oversight of the CNT Program.
- Meeting Planning. The Executive Director, in collaboration with the CCAOM Executive Committee, identifies meeting venues where CCAOM holds its biannual conferences in the spring/fall; travels to prospective venues for site visits; negotiates and executes meeting contracts with hotels on behalf of CCAOM; prepares all documents relevant to meetings, including the agenda for the Executive Committee and plenary general business meetings; provides notices to CCAOM's membership regarding meetings; makes all logistical arrangements with hotels for the meetings; and coordinates internal and external participation in meetings by CCAOM's standing committees, member colleges, other AOM organizations, workshop and committee speakers, and vendor luncheons at each meeting. The Executive Director is also responsible for taking the minutes at CCAOM's general business meetings and committee meetings in which the ED

participates, and for ensuring that formally adopted motions are implemented in an appropriate and timely manner.

- Nonprofit Management. The Executive Director ensures that all biennial corporate registrations are timely filed with the District of Columbia, where CCAOM is incorporated as a 501(c) (6) organization. The preparation of CCAOM's tax returns and annual reviewed statement is performed by an outside accounting firm principally in collaboration with the CCAOM Finance Administrator and Treasurer, but with input from the Executive Director. The Executive Director maintains a continuous awareness of CCAOM's corporate status to ensure that the conduct of the business of CCAOM is in accordance with CCAOM's charter, bylaws, applicable law, and applicable codes of conduct for good corporate governance.
- Strategic Plan. The Executive Director has principal responsibility for implementation of CCAOM's strategic plan, which is generally developed every two years. The plan is formally developed by the membership of CCAOM in a professionally facilitated strategic planning session at one of CCAOM's biannual meetings. The Executive Director is responsible for securing the services of a strategic planning facilitator and working with the Executive Committee to prepare for this event.
- Website Management/Newsletter. The Executive Director is responsible for updating CCAOM's website at www.ccaom.org and CCAOM's internal (members only) WordPress platform, and works with CCAOM's outside web vendors for this purpose. The Executive Director develops the substantive content of the annual CCAOM newsletter in collaboration with the Executive Committee.
- Organizational Memberships. CCAOM has a history of organizational memberships in the following organizations: American Association of Acupuncture and Oriental Medicine (AAAOM), Academic Collaborative for Integrative Health (ACIH), International Tiger Coalition, National Association of Advisors for the Health Professions (NAAHP), and Society

for Acupuncture Research (SAR). The Executive Director monitors the status of these memberships and, at the request of these organizations, responds to the obligations of membership, typically by providing factual information concerning CCAOM or AOM education.

- Relationship with Executive Committee. The Executive Director works very closely with CCAOM's Executive Committee and keeps Committee members continuously informed concerning important internal and external developments affecting the work of CCAOM. A high level of collaboration between the Executive Committee and the Executive Director is essential and the Executive Director must at all times understand his/her appropriate role in dealing with the Committee as determined by the Committee. Elections to the Executive Committee are held at each fall meeting and the Executive Committee works with the chair of the Nominating Committee to prepare all election notices in accordance with timelines and requirements specified in the bylaws.
- Communications. The CCAOM national office is the communications hub for the member colleges of CCAOM and for other national and international AOM organizations and stakeholders desiring to contact the Council as an organization. The Executive Director is responsible for ensuring that CCAOM's member colleges are kept informed concerning developments affecting AOM education and the AOM profession, including a variety of national and international conference announcements of potential interest to the membership. Communications by the Executive Director with the national accrediting agency for the AOM profession (ACAOM-www.acaom.org) and the national certification organization for AOM (NCCAOM-www.nccaom.org) are particularly important and require close consultation by the Executive Director with the CCAOM Executive Committee.
- Advocacy. The Executive Director engages in such advocacy concerning legislative and regulatory issues as the Executive Committee may authorize.

Salary/Benefits: Initial salary is \$70,000 with increase to \$75,000 upon approval by the Executive Committee after the first 6 months of conditional employment. The Executive Director will provide for his/her own health insurance. A self-directed 401K plan can be established for this position with no matching funds from CCAOM. The Executive Director will have the ability to work from his/her home with a monthly stipend for work space and start-up expense support from CCAOM.

Application Deadline: June 30, 2017.

Required Documentation: All applicants must submit a cover letter explaining why they are interested in the announced position, a resume/CV, and a personal writing sample in which the applicant is the sole author. This submission must be sent electronically to Executivedirector@ccaom.comcastbiz.net by the above application deadline. Top applicants will be asked to provide references.

Application Process: The chronology of the application process is as follows:

- June 30, 2017—due date for applications
- July 1-July 28, 2017- Executive Committee (EC) subcommittee completes initial review of all applications, meets by conference call to identify top applicants, and schedules dates for Skype interviews with top applicants.
- August 31, 2017—EC subcommittee completes all Skype interviews with top applicants.
- September 1-8, 2017—EC subcommittee meets by conference call to develop final ranking of top applicants and forwards rankings and recommendation to full EC.
- September (remainder of month)—Full EC conducts Skype interviews with top applicant(s).
- September 29, 2017—EC makes final hiring decision, which will be for a 6-month conditional employment at a salary of \$70,000 with increase of salary to \$75,000 upon EC determination of satisfactory performance at end of initial 6-month period.
- October 1, 2017—CCAOM president notifies successful applicant of effective hiring date, which will coincide with transmittal of e-file of meeting documents to member colleges for CCAOM's fall meeting; i.e., on or about Nov. 6, 2017.
- November 6, 2017 – Effective date of hire of new ED, who will also receive e-file of meeting documents on or about this date for his/her review before the fall conference.
- November 13-17, 2017—New ED shadows current ED at fall meeting and is introduced to Council members.

- November 18, 2017 (after fall meeting)—New ED becomes the “ED face” of CCAOM and current ED shifts to a consultative role for the remainder of 2017 and into 2018 as needed.

Information about the Council of Colleges of Acupuncture and Oriental Medicine (www.ccaom.org)

- **Founding:** CCAOM was founded in 1982 as the national membership association for accredited AOM colleges and programs in the U.S.
- **Membership:** 56 colleges in 21 states
- **Vision:** To maximize opportunities available to graduates of its member schools to achieve their full potential in healthcare in the United States.
- **Mission:** To support member institutions to deliver educational excellence and quality patient care.
- **Goals:** In furtherance of its mission, the goals of the Council are:
 - to support the development and improvement of educational programs in acupuncture and Oriental medicine
 - to develop recommended curricula for degree, diploma and other educational programs
 - to support and foster academic freedom and a diversity of educational approaches within the field
 - to encourage scientific research, innovative teaching methodology, and faculty development
 - to provide a forum for discussion of issues relevant to member colleges
 - to serve as an information resource for member colleges, other colleges and organizations, regulatory agencies, and the public
 - to encourage ethical business practices among member colleges
 - to work with accreditation, certification, licensing and regulatory agencies to develop appropriate educational standards and requirements
 - to promote increased public access to high quality health care provided by well-trained practitioners of acupuncture and Oriental medicine
 - to take a leadership role in acupuncture safety through publication, education, and certification of a national standard for clean needle technique.
- **Committees:** See <http://www.ccaom.org/committees.asp>.

- **Further Information:** See “About Us” at <http://www.ccaom.org/aboutus.asp>, “Newsletters” at <http://www.ccaom.org/newsletters.asp>, “AOM Education in the U.S.” at <http://www.ccaom.org/aom.asp>, and “Clean Needle Technique Course” at <http://www.ccaom.org/cntprogram.asp>.

This position offers a qualified person an outstanding opportunity to work with an AOM educational community that is passionately committed to acupuncture and Oriental medicine and whose members are professional and collegial.