



IAAC Qualifications for Elected IAAC Positions

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AVAILABILITY

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IAAC Qualifications for Elected IAAC Positions

1. The purpose of this document is to outline the qualifications for elected positions in IAAC.

2. The elected IAAC positions are Chairs and Vice Chairs of:

- IAAC
- MLA Committee and MLA Group
- Technical Committee
 - ✓ Laboratories Subcommittee
 - ✓ Certification Bodies Subcommittee
 - ✓ Inspection Bodies Subcommittee
- Management Committee
 - ✓ Documentation Subcommittee
 - ✓ Training Subcommittee
 - ✓ Promotion Subcommittee
- Treasurer

3. The responsibilities for the IAAC Chair, Vice Chair, and Treasurer are provided in Chapter 6 of the IAAC Bylaws. The responsibilities for all other Committee Chair and Vice Chair are given in the corresponding Terms of Reference documents. The right of full and associate members to be elected are provided in Articles 4.2 and 4.3 of the IAAC Bylaws.

According to the AD 002 IAAC Bylaws, Article 10.1 Nominations of candidates for the positions of Chair, Vice-Chair and Treasurer shall be notified to the IAAC Executive Secretariat, at least three months before the election, whenever possible. nominations may be made by full members only. Candidates shall provide an official letter of support from their organization.

4. All candidates for elected positions must:

- Be members of an accreditation body that is a full member of IAAC and is in good standing. As stated in the IAAC Bylaws, Chairs / Vice Chairs of the Management Committee Subcommittees may be from an IAAC associate member.



- Possess the ability to direct and administer meetings effectively.
- Possess leadership skills.
- Preferably be bilingual in both English and Spanish.
- Have a formal commitment supporting the candidate during the term of the position, signed by the accreditation body's upper management.
- Have financial support from the individual's organization for IAAC activities.
- Be willing to travel.
- Be able to attend the relevant IAAC meetings and those of outside groups to which the person has been assigned.

5. In addition to the qualifications above, candidates should also meet the following qualifications for each of the specific positions:

5.1 Candidate for IAAC Chair and Vice Chair:

- Hold a senior position within his/her Accreditation Body.
- Have a minimum of 3 years experience in the operation of IAAC and at an executive level in public or private organizations involved in accreditation and/or conformity assessment.
- Possess good knowledge of the international accreditation systems for conformity assessment bodies.
- Possess general knowledge of the IAF/ILAC MLA/MRA recognized scopes, applicable to the position for which the candidate is nominated. The Chair and Vice-Chair should supplement their experience to cover the recognized scopes, as necessary.
- Be able to attend all Executive Committee and General Assembly meetings of IAAC, IAF and ILAC and selected coordination committee meetings (e.g. BIPM, ISO, etc). The Chair may attend some meetings and the Vice-Chair others.
- Speak English and preferably Spanish and/or Portuguese.

5.2 Candidate for IAAC Treasurer:

- Possess good knowledge of an organization's financial activities, budget preparation, and presentation of financial reports to upper management.

5.3 Candidate for MLA Group and MLA Committee Chair and Vice Chair:

- Be from a member organization that is an IAAC MLA signatory.
- Have occupied a responsible position at public or private organizations involved in accreditation and/or conformity assessment for a minimum of 3 years.



- Possess good knowledge of the international accreditation systems for conformity assessment bodies.
- Possess good knowledge of the operation of the Multi-lateral Recognition Arrangements.
- Be able to attend the IAAC MLA Group and MLA Committee meetings, and the meetings of the IAF MLA MC and ILAC AMC.
- Speak English

5.4 Candidate for TC and MC Chair:

- Have occupied a responsible position in public or private organizations involved in accreditation and/or conformity assessment for a minimum of 3 years.
- Possess good knowledge of the international accreditation systems for conformity assessment bodies.

5.5 Candidate for Chair of the TC and MC Subcommittees:

- Have a minimum of three years' experience in accreditation and or conformity assessment.
- Possess good knowledge of the specific subject matter covered by the Subcommittee. For technical subcommittees, this experience shall be in the relevant conformity assessment field.

5.6 Candidate for Vice Chair of the TC, MC and their Subcommittees:

- Qualifications for Vice Chairs are similar and complementary to those for the Chairs but may have less experience than Chairs. They would acquire increased skills while supporting the Chairs.

6. Candidates for Executive Committee positions:

The Executive Committee is comprised of the elected positions described in section 2 above as well as additional members as described in the Executive Committee Terms of Reference.

The following applies to candidates for Executive Committee positions:

1. Each position in the Executive Committee shall be held by a different individual to give an opportunity to members to participate in leadership positions within IAAC.



2. The person who holds the Chair or Vice-Chair position of the Technical Committee, Laboratories Subcommittee, Certification Bodies Subcommittee, or Inspection Bodies Subcommittee, shall belong to an Accreditation Body that is an MLA signatory to the corresponding scope or scopes.
3. When a person holding a position in any committee accepts being nominated as a candidate for a new position, his/her current position is declared vacant and open for new elections.