



Association of Child Life Professionals Operational Policy and Procedure

SUBJECT: 7.0 CLCC NOMINATIONS FOR CHAIR ELECT POSITION EMPLOYER LETTER

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POLICY

Nomination for these positions requires documentation of support from the candidate's employer.

PROCEDURE

The following is the format for collection of this information.

To: Child Life Certification Commission

From:

Date:

Subject: Support for Candidate of the Commission Chair-Elect Position

This is a letter of acknowledgement regarding an employee's interest and potential to serve in a leadership role on the Child Life Certification Commission (CLCC). The Commission is charged with maintaining a quality certification program for the child life profession. This includes the development of the certification exam, the communication of certification and recertification information to the membership, and the handling of ethical cases regarding credential holders. The CLCC is a commission that is made up of an executive committee and seven committees.

The Chair-Elect position of the Leadership team is an important member of the Executive Committee. In this role, the Chair-Elect assists the Chair and the Director of Certification in leading the CLCC. It is a three-year commitment, in which a person serves one year as the Chair-Elect, one year as the Chair, and one year as the Past-Chair. This role will include monthly meetings, communication via emails, scheduled meetings determined as needed, and organizational duties (i.e., data review, gathering resources, etc.). During the Chair year, the individual will serve as a non-voting member of the

Supersedes:

New/Approved: 06/2018

Revised: xx/xxxx

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Association of Child Life Professionals Board of Directors and will be required to attend the board meetings.

As an employer, this letter is a statement of your understanding of the time commitment involved in volunteering for this role and you agree to work with the employee to provide reasonable time for participation in the needed meetings and activities of the CLCC.

Your signature indicates support for the employee taking on this volunteer role and a commitment to secured time for the employee to fulfill the obligations of this role.

Candidate's Name:

Employer's Signature:

Employer's Printed Name:

Employer's Title:

Date:

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