

Recruitment Policy

AMCB Committees

1. When a position becomes available on an AMCB committee the Chair of the committee will notify the staff liaison to the committee that there is a vacancy.
2. The staff liaison is responsible for posting the available committee position to the AMCB website. The post will include a description of the committee, the position available, and the responsibilities of the position. There will also be a list of qualifications for the positions, instructions on how to apply for the position, and how the decision for appointment will be made.
3. The position vacancy will also be shared through emails targeted to the geographic region in which the vacancy is located.
4. The position may also be advertised on AMCB social media sites and other forums if appropriate and available.

AMCB Board of Directors

1. When a position becomes available on the AMCB Board of Directors the President will notify the CEO that there is a vacancy.
2. The CEO is responsible for posting the available position to the AMCB website. The post will include a description of the position available, and the responsibilities of the position. There will also be a list of qualifications for the position and instructions on how to apply for the position, and how the decision for appointment will be made. Generally, the AMCB Board does give consideration to individuals that have previously volunteered with an AMCB committee as it shows a more thorough understanding of the organization, certification process, and accreditation standards.
3. The position may also be advertised on AMCB social media sites and other forums if appropriate and available.