2021 IAEM Call for Certification Commissioners

The IAEM Certification Commission is looking for 3-4 Commissioners serving a three-year term from January 1, 2023, to December 31, 2025. Certification Commissioners dedicate about 180 hours per year to Commission related activities including conducting electronic reviews every other month, participating in 2-hour quarterly conference calls, and occasionally serving on short-term ad-hoc working groups. IAEM is prepared to cover costs for any necessary travel.

In exchange for service, Commissioners are entitled to:

1. The in-person meeting in 2022 will occur as a pre-conference event at the IAEM Annual Conference in Savannah, GA on November 12. Travel, one night of lodging, and a comped conference registration fee will be covered by IAEM.

2. Commissioners who successfully complete one term of three years will have their next recertification fee waived, if not covered by their employer.

Commissioners must be current CEMs, and successfully recertified at least once, with a demonstrated knowledge of emergency management, desire to serve, ability to work without bias and maintain confidentiality as well as the credibility of the AEM®/CEM® credential. Lifetime CEMs are not eligible to serve as Commissioners.

We are specifically looking for individuals representing the Emergency Management fields of: Federal, Tribal, Consultant, and Non-Profit, however any interested USA CEMs are encouraged to apply as we are looking to identify people who are willing to serve as alternates to represent each EM category should seats become available mid-term. Chart of Commissioner categories can be found in Attachment 1.

Interested applicants must be detail oriented, responsive via email and phone, and be able to devote the required time to bi-monthly reviews. Commissioners also draft notification letters to candidates so commissioners must possess clear, concise writing skills.

Strong applications will provide examples to demonstrate the following desired criteria:
- Articulates how own experience in emergency management translates into being a good Commissioner
- Ability to meet time commitment required by the Commission
- Ability to work in an unbiased and confidential manner
- Demonstrated commitment to promoting the IAEM Certification Program
- Experience using digital/online tools
- Ability to work as a member of a team
- Clear, concise writing skills and attention to detail
Candidates interested in serving on the Certification Commission should submit the following information in one PDF to IAEM Program Manager, Kate McClimans (Kate@iaem.com), by June 1, 2022:

1. Letter of intent expressing desire to serve as a commissioner as well as willingness to devote the necessary time to participate in online reviews and commission meetings.

2. Personal Commissioner Qualities – a short narrative (maximum of two pages) describing the qualities the applicant will bring to the commission. Include the date of CEM initial certification and recertification(s).

3. Qualification(s) to Serve – up to a one page description of the qualifications for the category(ies) of participation to be considered as described in the chart of CEM Commissioner categories. Application must clearly indicate which category the candidate’s current employment represents.

4. Current Resume

5. One letter of reference from current supervisor to verify and support Commissioner criteria as well as to show support for the time commitment.

6. One letter of reference from a current CEM* to illustrate professionalism as an emergency manager and commitment to IAEM certification program. Additional letters of support may be submitted to help highlight candidate’s attributes.

   *NOTE: If candidate’s supervisor is also a CEM, only one letter is required as long as the reference is able to address both bullet points.

Incomplete applications will not be considered. Upon receipt, candidate will receive confirmation that information was received by IAEM HQ. Late submissions may be held over for the following year. Candidates will be notified of the results this fall.

Applicants should ensure they have access to a computer without security limitations to access zip, pdf, .msg, jpeg, gif, .mov, Powerpoint, and Word files. Access to publisher is a benefit. Users should be using the current version of any of the major browsers (latest Firefox, Chrome, Safari or IE). Interested individuals should identify themselves as being computer savvy and have a willingness to learn how to use the online application portal.