



CCHI Commissioner Position Description

Rev. March 2015, Oct 2015

Job Overview

Members of the Certification Commission for Healthcare Interpreters (CCHI) are referred to as “Commissioners” and represent the organization to its constituents, stakeholders, the healthcare industry and the general public. They may serve two three-year terms. Commissioners are selected through a nomination and application process.

Major Functions/Duties

- Assist in providing governance to the CCHI, reviewing and approving its annual strategic and financial plans, and evaluating its results.
- Review and approve major policies of the Commission, and major policy changes.
- Participate in full Commission meetings, briefings, dialogue and decision making of the Commission.
- As needed, serve on or offer guidance and leadership to working groups or committees.

Offer professional, technical and functional expertise to the work of the Commission, providing candid and constructive criticism, advice, comments and support to the Commission’s work.

- Support the economic and reputational health and growth of the Commission.

Performance Standards/Commitments

Each member of the Commission is required to participate in meetings, workgroups, committees, and other activities resulting in a time commitment averaging two hours per week.

Six (6) full Commission meetings in a calendar year:

- Four (4) teleconferences, 1.5 hours each, and
- Two (2) in-person meetings, 2.5 days each (not counting travel time)

Physical and Environmental Requirements

Able to travel at least twice annually to attend full meetings of the Commission, and able to participate in extensive teleconferences using remote meeting formats.

Teleconferences are generally scheduled well in advance, but upon occasion, urgent matters require Commissioner participation with shorter notice.

Additionally, all Commissioners are expected to make themselves available from time to time to represent CCHI by attending conferences, seminars and special meetings in the field of health care interpreting.

Position Hallmarks/Qualifications

Certification, degrees, experience and expertise in the language services industry is a desired qualification for the majority of the members of the Board of Commissioners but is not required of all, especially where unique and highly valued expertise is offered by a nominee. Examples are: legal, public relations, financial, marketing or other expertise relevant to the unique current or future needs of the Commission. Determining the qualifications for a nominee is at the discretion of the Chair and the members of the Board of Commissioners.