

Appointment of volunteer roles for the Icon Accreditation Committee Ordinary Member

Introduction

The Accreditation Committee (AC) includes accredited members of Icon representing various conservation specialisms. The members of this committee work on a voluntary basis, and their main responsibility is to review new Icon Accreditation application forms and consider assessments reports, for those seeking accredited status, during two specific application rounds of Icon Accreditation.

The AC membership represent the conservation specialisms that cover the areas of work included in Icon Accreditation applications:

Archaeology, Archives, Ceramics & Glass, Conservation Management, Ethnography, Furniture and Wood, Gilding, Horology, Metals, Objects, Paintings, Paper/Works of Art on Paper, Preventive Conservation, Social History, Stained Glass, Stone, Textiles, Wall Painting.

Ordinary members

Each specialism as noted above needs to be represented on the Accreditation Committee and each ordinary member is appointed on a voluntary basis.

A fixed term of three years, with the possibility of extending another two for a maximum of five years. The AC volunteer is requested to inform the Head of Professional Development six months in advance, if possible, of the wish to step down. The committee member standing down needs to allow time for the new AC nominated to shadow the outgoing AC member.

Role and general duties

- To provide written feedback and participate in discussions on new Icon Accreditation application forms and assessment reports as requested by the Training & Development Manager
- To attend the Accreditation Committee meetings twice per year (May and November)
- To declare any conflict of interest in relation to any applicant
- To provide recommendations for the 'Specialist' Assessor of candidates

Appointment of ordinary members

Through an open selection process a current list of accredited members in the specialism to be represented is created from the Icon database. These members are invited to submit a proposal to be considered for the role. The proposal would need to address the specifications required for the role in a covering letter with a current CV. Icon's Professional Development Team would receive the proposals and review them with the current post holder(s). Selection would be made in order of priority and presented to PSD for final approval.

A timetable would be produced, and deadlines would need to be set accordingly to ensure a smooth transition of personnel and the operation of the accreditation process.

Person specification for ordinary member of the Accreditation Committee

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • A good knowledge of the Icon Accreditation process and Icon Professional Standards and Judgement & Ethics • A good understanding of CPD 	
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively both verbally and in writing • Analytical skills, ability to manage information and provide feedback • Team player with good interpersonal skills • Diplomacy 	
Experience	<ul style="list-style-type: none"> • Experience of Icon Accreditation process via participation either as an applicant, assessor, cpd reader, mentor • Able to demonstrate integrity 	<ul style="list-style-type: none"> • A range of conservation disciplines
Genuine Circumstances	<ul style="list-style-type: none"> • Attend AC meetings twice per year online / London • Attend the Icon Accreditation annual review meeting • The expected term of office is 3 years. 	

End