



AMERICAN BOARD OF CRIMINALISTICS

P.O. Box 1358, Palmetto FL 34220

October 5, 2021

The American Board of Criminalistics (ABC) is recruiting for an At-Large Director to serve on the Board of Directors (BoD). The candidate is voted in by the BoD for a three year term. This 3 year term will expire at the conclusion of the February 2025 ABC board meeting.

This position would require approximately 4-6 hours a month to execute the responsibilities and tasks listed below. One to two in-person meetings are held each year: one typically in association with the annual AAFS meeting and a second in the summer in a location that is selected by the BOD, if necessary. The meeting logistics typically include travel on Friday or Saturday to meet for full days on Saturday and/or Sunday with return travel Sunday evening or Monday morning depending on flight availability. This is a volunteer, unpaid position. A travel/per diem stipend is offered to cover the cost of travel, lodging, and per diem (at federal government rates).

The At-large member serves the ABC in the best interest of the ABC operations and business of professional certification. The member shall have no conflicts of interest that may influence the individual's decisions or duties of the At-large position and the ABC.

If interested in this position, please send a cover letter, resume (or CV), and a letter of recommendation from a participating ABC Member Organization to the ABC Registrar, at ABCRegistrar@criminalistics.com. The closing date for application is **November 16, 2021**.

The letter of recommendation from an executive of the nominating Member Organization should acknowledge that the member is in good standing. The Member Organization may supplement the ABC stipend (currently at \$700 per meeting) to reimburse the member for the required annual in-person meeting.

Representative Tasks of the Board of Directors:

- Establish and administer the Certification Program, to include defining eligibility requirements, defining certification and recertification processes, and setting fees for certification.
- Maintain applicable documents including forms, policies and procedures for overall function of the Board and relevant committees as well as the Certification Program.
- Research and develop possible funding sources; receive funds; account for and distribute funds.
- Establish and maintain appeals processes as needed (i.e., ethics violations; examination results; candidate's applications; etc.).
- Prepare and distribute announcements.



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Representative Tasks of a Director:

- Read, comment, and vote on policies and procedures affecting the organization and the certification process.
- Attend semi-annual meetings of the Board of Directors.
- Attend regularly scheduled teleconference meetings.
- Participate in committee-level activities. Chair committees as required.
- When possible, assist with the administration of certification examinations.
- Communicate with Member Organization, where applicable, regarding the work of the ABC.

Benefits to the At-Large Director:

- Have a voice in the national discussion on certification testing for forensic professionals.
- Be involved in determining the discipline tests that are offered.
- Interact with other forensic professionals from around the country.
- Add to your CV; this is a significant leadership position within the forensic community.