



SECTION IV

POLICIES AND PROCEDURES

A. Duties of Officers

1. President

- 1.1 The President is the Chief Executive Officer of the Board and is responsible for management of the ABFDE. The President will preside as Chairperson during all Board meetings. The President is the chief spokesperson for the Board and is, therefore, responsible for all public statements made on behalf of the Board.
- 1.2 In consultation with the Board of Directors, the President is responsible for forming all standing or special committees and for appointing members and chairpersons of these committees. The President is an ex officio member of all Board committees.
- 1.3 The President is the recipient of all correspondence dealing with subjects of a serious nature. All written complaints against Board Diplomates, for example, must be evaluated by the President and referred to a Professional Review Committee for review if the situation warrants.
- 1.4 The President is responsible for scheduling and determining the location of all Board meetings. The most important function of the President's responsibilities is to consider what issues are important to Diplomates and to communicate the Board's activities as well as its future initiatives.

2. Vice President

- 2.1 The Vice President serves as the presiding officer of the Board in the absence of the President. The Vice President will fill a vacancy in the office of President occurring during his/her term of office. These two executive officers must, therefore, communicate effectively and often to ensure both are aware of all issues which may require immediate action.
- 2.2 The Vice President serves as Chairperson of Professional Review Committees and, as such, is responsible for evaluating all written complaints against other Board Diplomates.
- 2.3 The Vice President serves as Chairperson of the Testing Committee and is responsible for coordinating the testing process.



3. Secretary

- 3.1 The Secretary will maintain custody of all correspondence and records, except those relating exclusively to finance or to complaints about Diplomates. The Secretary, however, may delegate these responsibilities to administrative office staff in the interest of economy and efficiency.
- 3.2 The Secretary will keep minutes of all meetings of the Board, promptly circulate these to all Board Directors, and submit to the Board a report of the activities the Secretary performed during the preceding year.
- 3.3 The Secretary serves as Chairperson of the Credentials Committee and is responsible for coordinating the application for certification process.

4. Treasurer

- 4.1 The Treasurer will supervise the collection and deposit of funds and securities of the Board. A full, correct, and clear record of all financial transactions of the Board will also be maintained by the Treasurer.
- 4.2 The Treasurer will notify those Diplomates in default of their annual dues. The Secretary will be advised of all persons whose memberships have expired or otherwise been terminated.
- 4.3 The Treasurer will prepare an annual financial statement which shall be submitted to the Board of Directors prior to the annual Board meeting.
- 4.4 The Treasurer is responsible for completing all forms that must be completed by law. The Treasurer will ensure that all debts incurred by the Board, or its representatives, are promptly paid and supported by relevant receipts. Checks for payment will be forwarded to the President for a countersignature before sent to the payee. In absence of the President, the check will be sent to the Vice President for the countersignature.
- 4.5 The Treasurer may make recommendations about ongoing expenditures and forthcoming financial commitments.

B. Duties of Committees

1. Continuing Education

This Committee encourages and supports continuing education opportunities on a local basis. Members of this Committee work in conjunction with the various national and regional forensic associations rather than setting up workshops which are solely ABFDE sponsored. Also, this is the primary committee responsible for approving workshops for



recertification point. However, this is done in consultation with the Recertification Committee so that that Committee knows which workshops are approved.

2. Credentials

This Committee handles applications for certification between the time all information has been received from the applicant and the time the applicant is approved or disapproved for testing.

3. Nominations

This Committee will be chaired by the immediate past-president or a Director designated by the President and at least two additional members that must be Diplomates that are not current Directors. This committee is responsible for preparing a slate (at least 2) of candidates willing to serve as Directors when vacancies occur.

4. Professional Review

This Committee reviews and makes recommendations on complaints regarding the competency and/or ethics of Diplomates or candidates. This Committee is chaired by the Vice President.

5. Public Relations

5.1 This Committee is responsible for developing and implementing plans to promote and advertise the Board's certification program.

5.2 This Committee produces information packages and other types of promotional materials suitable for distribution to any interested party.

5.3 This Committee provides assistance to any individual wishing to make a presentation concerning the structure, policies, or certification program of the ABFDE.

5.4 The Chairman of this committee is the ABFDE Website Coordinator with the Webmaster.

5.5

6. Recertification

This Committee considers all applications for recertification. The most important work of this Committee is the assigning of continuing education points and notifying Diplomates of points awarded.

7. Rules and Procedures

This Committee reviews procedures and makes recommendations regarding those procedures to the full Board.



8. Testing

This Committee establishes guidelines for testing applicants for certification and recertification and administers or directs the administration of the written test, practical problems, and oral board examinations. This Committee is chaired by the Vice President.

9. Test Preparation and Validation

This Committee establishes guidelines for the development and validation of prospective written test questions and practical test problems. Validated written questions and practical problems shall be forwarded to the chairman of the Testing Committee for certification and recertification purposes. This Committee also periodically reviews active written test questions and practical test problems for retention or deletion/destruction. This Committee is chaired by an ABFDE Director selected by the President, and the members of the committee shall consist of ABFDE Diplomates only.

10. Financial Planning Committee

A financial planning committee will be instituted on an “as needed” basis to research extraordinary financial situations. The committee shall consist of the Treasurer and two Directors, appointed by the President.