

Irrigation Australia Certification Board Position Description

Term:

All terms are for a minimum two years in length. All candidates must be an Irrigation Australia member in good standing and must hold a current Certified Irrigation Designer (CID) or Certified Irrigation Professional (CIP) in good standing to apply.

Responsibilities:

- Contribute to defining the Irrigation Australia Certification Board mission and policy and procedures;
- Carry out and comply with the functions of an Irrigation Australia Certification Board member consistently in line with its policies and procedures, the Code of Conduct and the signed confidentiality statement;
- Always Uphold the integrity of the Irrigation Australia Certification Program and Certification Board policies and procedures.

Tasks:

- Attendance at all scheduled meetings within reason (usually by teleconference), and be prepared to contribute to the discussions of issues and business to be addressed at scheduled meetings, having read the agenda and all background support materials relevant to the meetings
- Make recommendations and vote on Certification Board decisions
- Provide input to Certification Board decisions
- Answer questions about the IAL Certification Program as needed
- Review documents and correspondence generated by or on behalf of the Irrigation Australia Certification Board
- Review and write items (questions) for Irrigation Australia Certification exams
- Prepare reports as required
- Follow all Irrigation Australia Certification Board policies and procedures
- Perform other related duties as required

Time Commitment:

- Participation in conference calls scheduled as required
- Preparation for meetings
- Up to two hours to review meeting materials and agenda (per meeting)
- Spend about 30 minutes to an hour reviewing and responding via email
- Complete or participate in periodic sub-committee work as assigned
- Attend the biennial Irrigation Australia Conference and Exhibition

Desired Characteristics/skills:

- Experience and/or knowledge of irrigation practices
- Thorough, good follow-through on commitments
- Strong attention to detail
- Strong interpersonal skills
- Good verbal and written communication skills
- Team player and consensus builder
- Discreet, thoughtful in handling sensitive/confidential matters
- Excellent reading comprehension