Accreditation Committee Procedures

Revised July 2019

Representation and Authority

AAAE
The AAAE Executive Committee, with the approval of the Board of Directors, shall annually appoint a Chair of the Board of Examiners (BOE).

The Chair of the Board of Examiners shall further appoint members of the Board of Examiners. There shall be nine to ten such members, one from each of the six regions and three or four at-large members. The Chapters can recommend an individual to represent them as the Regional Examiner, and may express support for specific “At-Large” examiners, but the final recommendation is made by the BOE Chair to the AAAE Executive Committee.

The term of each member shall be three years, or for a shorter period of time as the Chair, BOE may designate, so that the terms of at least two such members shall expire each year.

SWAAAEE
The Nominations Committee will solicit interest for the Regional Examiner opportunity when there is a vacancy or an expiring term, as outlined in the Nominations Procedures.

The Regional Examiner shall typically serve as the Accreditation Committee Chair for the chapter, with any At-Large Examiner in the region serving as the Vice Chair. Other AAE’s may serve in either capacity if warranted and as approved by the President.

The Committee Chair shall serve as an Ex-Officio member of the SWAAAEE Board of Directors and shall report to the Board quarterly the status of the accreditation program both within the Chapter and nationally. The Committee Chair shall further engage with the Board and Chapter at Board meetings and Chapter conferences as a representative of the Chapter at the national level.

Program Areas

Final Interview Workshop
The Southwest Chapter is responsible for the final interview workshop, and conduct the workshop twice a year. The Southwest Regional Examiner is responsible for developing the content and presenting the workshop at each location. The first workshop is the Saturday prior to the start of the Airport Management Short Course in Monterey, CA. The second is the Saturday prior to the start of the National Airports Conference (NAC), at location determined by National AAAE. The rate for the Monterey workshop will be determined by the Conference Committee Chair to break even on the workshop. The rate for the NAC workshop is set by AAAE, and the revenues are split with the Chapter. An MOU is executed each year between AAAE and SWAAAEE for the workshop at the NAC.

Functions of the Board of Examiners
The Board of Examiners, under the direction of its Chair shall conduct all examinations for Executive Membership and report its recommendations to the AAAE Board of Directors for its action. The Board of Examiners shall further act on such matters of administrative detail as may be referred to it by its Chair and/or the AAAE Board of Directors. The Board of Examiners shall also:
- Update the Body of Knowledge modules, Proctored Essay and Final Interview questions banks.
- Assist Executive Candidates in preparing for the Final Interview.
- Recruit and train interview panelists and mentors.
- Conduct Final Interviews.
- Proctor written examinations and proctored essay exams.
- Evaluate and grade management papers, case studies, and proctored essays.
- Manage Chapter accreditation programs.

**Mentoring Candidates**

The Regional Examiner has a number of responsibilities when working with candidates that include:

- Working with Executive Candidates prior to the final interview. This can include mentoring the candidate directly, or assigning a mentor and conducting periodic reviews and check-ins with both the candidate and the mentor. This includes:
  - Gauge candidate’s knowledge and level of preparedness in each area by asking a series of practice questions.
  - Identify strengths and weaknesses in relative areas, and make suggestions on how to maximize candidate’s performance.
  - Give feedback on the depth and quality of candidate’s answers.
  - Coach candidates on techniques for answering questions.

- Recommending when the Executive Candidates are sufficiently prepared to proceed to the final interview based upon the reviews and/or feedback from a mentor.

**Final Interviews**

The Regional Examiner is a SWAAAE Chapter program and is responsible for arranging the place and time for Final Interviews to be conducted that is convenient to all parties. Additional related duties include:

- Recruiting Final Interview panels and assigning one member to be the lead panelist or, chairing the panel.

- Inform AAAE:
  - Of the date, time, and location of the interview, OR
  - Arrange for the candidate to proceed to the Final Interview at the upcoming national or regional conference.

- Ensure AAAE has all required documentation prior to and following the interview, including the candidate’s current resume, a signed Code of Ethics, and the Final Interview Score Sheets following the interview.

**Mentors**

The Chair shall recruit mentors for candidates and assign mentors as demand warrants. The Chair shall maintain a current roster of mentors who serve as the Accreditation Committee members and may assist the Chair and Vice Chair in whatever areas are needed to support the Accreditation program within the Chapter.
Chapter Engagement
The Accreditation committee shall promote accreditation within the Chapter, including sessions at Chapter conferences periodically, direct outreach to candidates, and various other means of promotion within the Chapter.

Time Line
Information needed in working with conference committees for space and schedule to conduct final interviews; scheduling and promoting of Final Interview workshop at Airport Short Course and NAC; working with AAAE on the Final Interview Workshop MOU; revenue sharing reporting from the Final Interview Workshop at NAC, etc.

Miscellaneous Notes
This document was edited by the FY18-19 AAAE Board of Examiner Nyle Marmion, A.A.E. and by 1st Vice President Jennifer Maples, A.A.E., C.A.E.