

**CRCC  
BOARD  
OF  
DIRECTORS**  
**Call for  
Applications**

APPLICATION DEADLINE: JUNE 30, 2025

**The Organization:** Commission on Rehabilitation Counselor Certification BOARD

**Position:** Member—Board of Directors

**Position Term:** 3-year term – January 1, 2026 – December 31, 2028

**Website:** [www.crcrcertification.com](http://www.crcrcertification.com)

## **CALL TO SERVE**

CRCC® Board is seeking candidates for its next term of board directors, January 1, 2026-December 31, 2028. In preparation for selection, the Nominating Committee conducted a detailed gap analysis to identify professional experiences, skills, and/or business model knowledge that would best complement the current directors—given the mission and future strategic direction of the organization.

As a result of this analysis, the Nominating Committee anticipates identifying **one (1) individual**.

Selection priority will be given to the following:

- Public or private corporate business leaders representing the following industries, public relations, governmental affairs, finance, marketing, legal and human resources, non-profit settings.
- An advocacy professional with a deep understanding of current and emerging trends affecting the disability community.
- CRCs in public or private rehabilitation.

CRCC Board maintains its longstanding commitment to diversity, equity, and inclusion in all aspects of its mission and activities at all levels of the organization, including the Board of Directors. We believe that diversity of experience and perspective will strengthen the organization's impact. To that end, the Board of Directors should reflect a collective mixture of human and organizational assets including race, color, religion, national origin, age, sex, disability, veteran status, or sexual orientation— all while leveraging the power of diversity, equity and inclusion.

## **ABOUT CRCC**

The mission of CRCC, a 501(c)(6) nonprofit organization, is dedicated to the excellence of rehabilitation counseling and services for individuals with disabilities by setting the national standard in certification, providing leadership, education, advocacy, and supporting research.

CRCC is focused on strengthening the certified rehabilitation counselor certification, the rehabilitation counseling profession, and advocating for and with individuals with disabilities and their families. We work tirelessly to uphold our vision for individuals living with disabilities to work and live fully integrated lives in a community of their choosing throughout their lifetime. CRCC sets and upholds standards for rehabilitation counselors and administers the prestigious nationally accredited CERTIFIED REHABILITATION COUNSELOR™ certification—widely recognized as the gold standard in Rehabilitation and Disability Counseling. The disability community has access to the benefits of highly competent and ethical CRCs. The CRC certification is held by nearly 15,000 certificants in the U.S.

## **THE ROLE OF THE BOARD OF DIRECTORS**

The Board of Directors (Board) is to govern based on the mission, vision, strategic plan, and overall financial health of CRCC.

The CRCC Board is comprised of diverse professionals, many of the members are professionals who have earned the CRC certification. These Board members represent a wide portfolio of practice settings and client types.

The Board culture is lively and collaborative. The Board prides itself on being very much a governing board and is highly invested in successful Board outcomes. Due to the busy professional and personal lives of our directors, a high value is placed on the efficient use of Board time.

The Board conducts four virtual meetings throughout the year and from time to time may call for one or two special meetings in addition to the four scheduled meetings. Each Board member also serves on at least one committee—which entails participating in committee meetings throughout the year, no longer than two hours each.

## **THE BOARD’S WORK IS FURTHERED THROUGH THE WORK OF SEVEN BOARD COMMITTEES:**

- The **Finance and Audit Committee** assists the Board of Directors in fulfilling its oversight responsibilities relating to CRCC Board’s financial reporting, the system of internal controls over financial reporting, the external audit process, enterprise risk management, monitoring the financial health of the organization, ensuring that its assets are protected, and its resources are used properly, and compliance with applicable laws and regulations related to financial reporting.
- The **Executive Committee** is responsible for reviewing and recommending changes to its governance policy manual, to select and retain a qualified CEO; monitor the CEO’s performance; and ensure that the CEO’s focus is aligned with CRCC Board’s vision, mission, and key objectives, as well as the policies set forth in the Board’s Governance Policy Manual.
- The **Nominating Committee** assists the Board of Directors in fulfilling its responsibility to identify qualified individuals to serve on the Board and committees.
- The **Ethics Committee** is charged with the duty to update, review, and recommend changes to the Board regarding the CRC Code of Professional Ethics for Certified Rehabilitation Counselors, the CVE Code of Professional Ethics, procedural rules, and sanction guidelines. This committee is also charged with reviewing and processing all ethics violation claims.
- The **Standards and Exam Committee** is charged with establishing criteria for certification, certification renewal and continuing education. The committee oversees the creation and review of exam items for the CRC Exam. The committee reviews the certification examination Based on the Job Task Analysis research, the committee refines and clarifies standards and criteria, recommending changes to the Board as needed.
  - **Item Writing Committee** is a sub-committee of the Standards and Exam Committee and is charged with developing diagnostic items that measure candidates’ knowledge and skill in the CRCC. Create item stems, questions or tasks, answer options, and keys that are clear, readable, and accurate.
- The **Education Committee** is a standing committee that develops, implements, and evaluates the CRCC’s educational content and programs.

Prior to the meetings, Board members receive detailed materials to prepare them for the meetings, so time should be allotted for pre-meeting preparation.

## CRCC BOARD'S STRATEGIC PRIORITIES

To give focus to the CRCC Board's work to further its mission, CRCC Board of Directors and executive leadership team develop multi-year strategic plans for the organization's operations, built around a framework of strategic priorities.

The framework consists of five strategic priorities, aka The Five Blocks.



## **WHAT CRCC BOARD SERVICE OFFERS TO ITS INDIVIDUAL DIRECTORS**

While all Directors volunteer their time, talent, and energy without pay, the current and past members will attest to the fact that their personal and professional rewards are substantial. Specifically, these individuals have articulated the following benefits:

- An opportunity at the forefront to attain an insider's perspective and directly shape the future of the profession.
- Personal and professional development in national board governance.
- An opportunity to give back to society and have true impact on a profession that affects millions of individuals with disabilities, their families, and communities for generations to come.
- A chance to build a national network of some of the best and brightest minds in the rehabilitation counseling profession.
- A sense of relevancy in a forum where each voice is heard and respected.
- Extensive peer-to-peer personal and professional development in national board governance

*Note: While there is no cash compensation, CRCC Board does cover the cost of travel, meals, and accommodations for all Board-related travel if applicable. CRCC also offers 50 CEUs for their term of service on the Board.*

## **OVERALL EXPERIENCE AND QUALIFICATIONS FOR DIRECTORS**

The Nominating Committee, in its sincere effort to recruit a diverse national board, who look like and represent the fabric of all Americans, seeks individuals with:

- A CRC® certification in good standing.
- A successful business leader, (non-CRC) with an understanding of not-for-profit or for-profit governance. Preferably from the disability community.
- Demonstrated leadership experience from within their profession.
- A history of visionary contributions to strategic organizational goal setting.
- A well-regarded and established reputation within their peer group as a person with the highest ethical standards.
- A successful track record of presenting a risk management approach to decision-making and conflict resolution on multiple levels.
- A solid working understanding of the delicate balance between board and professional staff roles and responsibilities.
- The required time and energy to adequately prepare for, and attend, four (4) board meetings per year along with ongoing virtual work throughout the year, as needed and necessary.
- A solid understanding of financial Acumen

## **PERSONAL ATTRIBUTES**

Leading candidates should possess a majority of the following personal attributes:

<b>A wholehearted and passionate commitment to the mission of CRCC.</b>
<b>Demonstrated accountability to a high ethical standard.</b>
<b>Critical thinking—capable creative problem solving, and an ability to adjust one’s thinking as needed or necessary.</b>
<b>Emotional intelligence.</b>
<b>A futurist approach. A forward-thinking, outward mentality that brings energy and enthusiasm for new ideas coupled with an awareness of the dynamics of change and the need to anticipate and/or capitalize on opportunities that will propel CRCC into the future.</b>
<b>An engaged approach to the boardroom, while serving as a supportive resource and naturally assuming an active participant role even from the very start of one’s term.</b>
<b>A genuine interest in leadership and in the future of leadership coupled with dedication to lifelong learning.</b>
<b>Excellent communication skills including an ability to keep on message and be cognizant of others’ time and viewpoints.</b>
<b>An appreciation of the sophistication of fellow Board members and the breadth of the Board’s combined knowledge base.</b>
<b>No hesitation whatsoever to commit the necessary time it will require to be an active and engaged Board member.</b>

## **APPLICATION PROCESS AND TARGETED TIMELINE**

The timeline for this Board & Committee member selection process is as follows:

Phase 1 - Self-nomination applications are due on or before	June 30, 2025
Phase 2 - Nominating Committee reviews all applications and determines "short list" of candidates"	2 <sup>nd</sup> Week in July 2025
Phase 3 – Selected Candidates -virtual interviews with members of the Nominating Committee	August 1-31, 2025
Board & Committee elections	Week of November 18 <sup>th</sup> 2025
Virtual - New Board orientation	1 <sup>st</sup> or 2 <sup>nd</sup> week of December 2025
Virtual – New Committee orientation	1 <sup>st</sup> & 2 <sup>nd</sup> week of January, 2026
New Board & Committee terms begin	January 1, 2026

To view the full Board of Director Interest Packet and application for consideration as a CRCC Board Director please the following link: [CRCC Board-Application](#). As Board positions are highly competitive, please be aware that while all applicants' materials will be thoroughly reviewed, not all applicants will be awarded interviews.

**Application material submitted electronically must be in Word or PDF format.  
JPG's will not be accepted.**

**Questions?** Please contact Cat Radosta at [cradosta@crccertification.com](mailto:cradosta@crccertification.com)



### **Director Position Description: Board of Directors**

All Board Directors have governance, strategic planning, fiduciary and financial responsibilities as defined by CRCC Bylaws.

#### **TERM OF OFFICE**

Three (3) Year Term from January 1, 2026, to December 31, 2028.

#### **DUTIES AND RESPONSIBILITIES AS PRESCRIBED IN THE BYLAWS**

##### **Governance**

- Complete all assignments and charges, respond to all communications, attend all Board meetings, and serve on one or more Committees as assigned.
- Comply with CRCC's policies governing conduct, confidentiality, and conflicts of interest.
- In accordance with CRCC's governance model for use in recruitment efforts, annually assess the characteristics of the Board as a whole.
- Participate in actions of the Board to consider a slate of nominee(s) for Officer, Board, and Committee positions.
- Periodically review and evaluate the performance of each elected Officer, with appropriate recusals, and remove any Officer who, in the Board's determination, fails in the satisfactory performance of his or her duties to CRCC. Address concerns related to non-performance of a volunteer in accordance with the Bylaws and the procedures delineated within the Nominating Manual.
- Ensure the Board, either directly or through its Committees or elected Officers, exercises the authority of CRCC as delineated in the Bylaws.

##### **Strategic Planning**

- Reviews and updates the mission, vision, values, and goals of the organization.
- Develop and reviews short- and long-term goals.
- Performs and reviews results of routine (or regular) environmental scanning.

##### **Fiduciary**

- Act in accordance with their fiduciary obligation to CRCC; act in good faith and in the best interest of CRCC.
- Safeguards the assets and future of the organization and the availability of resources needed to implement the approved plan.
- Approves the annual budget and oversees adherence to the budget and effective resource management.
- Set investment policies and management of capital/reserve funds.

##### **Financial**

- Work collectively with other Directors to address the strategic, financial, and operational health of the organization through the identification, cultivation, and solicitation of prospective supporters/sponsors/partners.



## **Conduct**

- Attends all Board and committee (as assigned) meetings and conference calls and is prepared to participate by reviewing all materials and issues beforehand.
- Actively promotes and supports CRCC by serving as board liaison, listening to stakeholders, participating in discussions, and serving as a positive spokesperson for CRCC and the profession.
- Speaks with “one voice” externally for the Board; recognizes that a director of the CRCC’s Board represents the voice of the organization to stakeholders and the general public.
- Actively supports all CRCC initiatives.
- Utilizes knowledge-based decision making.
- Serve as an advocate and ambassador for all credentials CRCC offers specifically the CRC and their value and benefits.
- Represent CRCC at meetings and other events, as authorized in conjunction with strategic and coordinated efforts to build business relationships, alliances, and partnerships.
- Represent CRCC by describing its certification process to consumers, allied professionals, and the public in the most appropriate and positive manner possible and in accordance with the tenets of the Code of Conduct. This includes publicly supporting CRCC’s position on all proposed actions once such actions have been approved by a majority vote of the Directors.
- Identify opportunities for partnerships to promote strategic alliances and collaboration.

## **Qualifications**

Directors will possess one or more of the required competencies and represent one or more of the constituents described in CRCC’s competency and constituency-based model where, collectively, the Board of Directors reflects an inclusive and diverse representation of CRCC’s constituents and possess the competencies required to fulfill the fiduciary and strategic obligations of a board of directors. The Board will determine specific qualifications and characteristics for open positions prior to each recruitment cycle.

- CRCs in good standing.
- Public or private corporate business leaders representing the following industries, public relations, governmental affairs, finance, marketing, legal and human resources, non-profit settings.
- An advocacy professional with a deep understanding of current and emerging trends affecting the disability community.

## **Knowledge, Skills and Ability**

- Ability to meet all expectations of the position and time commitment, which includes participation in quarterly Board and committee meetings and conference calls.
- Willingness to represent and promote CRCC without regard to professional discipline, practice, or interest.
- Leadership skills including, but not limited to the following: integrity, visioning/strategic thinking, communication, relationship building, advocacy, persuasion, adaptability, teamwork, coaching and development, strategic decision making and planning, cultural competence.

## **Time Commitment**

Members of the CRCC Board of Directors are expected to attend five Board meetings, held via video conferencing, each lasting approximately two hours in length. Additional meetings may be scheduled as necessary. Directors should anticipate engaging in CRCC business approximately two to four hours per month, over and above the scheduled Board meetings.

Directors who are elected to an Officer position will also assume the commitments of that role, including travel and/or participation in additional meetings. The Board of Director position is an

unpaid, voluntary service position. CRCC pays travel and related expenses in accordance with its reimbursement policy.

**Earned Continuing Education Credit**

Board members will earn 50 hours of continuing education (CE) credit for their three (3) year term of service. The CEs will be awarded upon completion of the Board member's term of service. CRCC does not prorate CE hours if the full-term is not completed.

**Conflict of Interest**

**No member of the CRCC Board of Directors or chairperson of any of its committees shall be allowed to be a board member on any other rehabilitation counseling association or related association during the term on the CRCC board or committee.**

**Liability**

CRCC carries Directors & Officers insurance which indemnifies Board members from being held personally liable for the actions of the organization or any member thereof.

**Staff Relationship/Role**

The President and CEO is the primary point of contact for Directors serving on the CRCC Board of Directors. The President and CEO is responsible for implementation of the strategic activities and the day-to-day administration of CRCC policies. Directors may also interact with various staff members, all of whom report to the President and CEO. The President and CEO and staff members work with the Directors as they carry out their fiduciary role and achieve their obligation to address the strategic, financial, and operational health of the organization.



## **Commission on Rehabilitation Counselor Certification Background Information**

### **CRCC Mission**

Dedicated to the excellence of rehabilitation counseling and services for individuals with disabilities by setting the national standard in certification, providing leadership, education, advocacy, and supporting research.

### **CRCC Vision**

CRCC's vision is to serve as a leader in the unification of the rehabilitation counseling profession and for the Certified Rehabilitation Counselor (CRC) to be recognized as the credential of excellence for professionals assisting individuals who have disabilities to live fully integrated lives.

### **Certification Programs**

#### **CRC**

An indication of an advanced level of specialized education and training, adherence to rigid standards of ethical practice, and an ongoing commitment to lifelong learning, rehabilitation counselors who have earned the CRC designation possess a marketable and valued credential that distinguishes them from other counseling professionals. CRC certification is also a recognizable point of differentiation with employers and clients, promoting consumer confidence and protection in the workplace, increasing professional flexibility and mobility, as well as offering the opportunity for faster career and salary advancement.

An independent, non-for-profit organization, CRCC has, since its inception, certified over 40,000 rehabilitation counselors through its Certified Rehabilitation Counselor Exam (CRCE), the only one of its kind in the United States. Individuals passing this voluntary certification examination become qualified as Certified Rehabilitation Counselors, or CRCs. To maintain the CRC designation, individuals are required to renew their certification every five (5) years, either through re-examination or by meeting specific ongoing educational requirements. The CRC Certification Program is accredited by the National Commission for Certifying Agencies (NCCA). Today, over 15,000 Certified Rehabilitation Counselors practice in the United States and throughout the world.

#### **CVE**

The Certified Vocational Evaluation Specialist (CVE) is a competency-based certification process. Competency-based certification is increasingly viewed as most appropriate method for awarding a professional credential. CRCC's vocational evaluation specialist certification process is guided by the principle that a professional must not only have technical knowledge about assessment but can also conduct evaluations and make recommendations according to an acceptable standard. Vocational assessment, like rehabilitation counseling, is best accomplished by focusing on the strengths of the individual with a disability.

Competency is a measurable set of knowledge, skills, and attitudes needed to effectively perform the tasks of the vocational assessment process. Since a competency is task-based, an individual may need to transfer the competencies to new situations and environments. The vocational evaluator needs a combination of several competencies to perform the overall job well.

A competency-based certification infers a candidate's ability to perform vocational assessment tasks at a given level. This type of certification encompasses both knowledge of vocational assessment and the necessary skills to apply that knowledge. The certification requires the crucial foundation of medical and psychosocial aspects of disability and chronic illness. Further, the certification also encompasses attitudes about rehabilitation and disability.

In addition to CRC certification, **CRCC eUNIVERSITY** is a cutting-edge, online platform offering a self-paced, interactive, on-demand eLearning experience with content developed and taught by experts in the field.

## **CRL**

We are committed in supporting leaders to transform the field of vocational rehabilitation into a dynamic, innovative, and consumer-responsive service delivery system that will inform the next 100 years of the profession. This program contains six domains of transformational VR leadership and provides an opportunity to apply concepts and tools to implement transformational change within a VR agency.

## **Rehabilitation Counseling as a Profession**

Rehabilitation counselors are the only professional counselors educated and trained specifically to serve individuals with disabilities.

Rehabilitation counselors assist individuals with physical, mental, developmental, cognitive, and emotional disabilities to achieve their personal, career, and independent living goals in the most integrated setting possible. They engage in a counseling process which includes communication, goal setting, and beneficial growth or change through self-advocacy, psychological, vocational, social, and behavioral interventions.

Rehabilitation counselors utilize many different techniques and modalities, including assessment, counseling, case management, and advocacy to modify environmental and attitudinal barriers; placement-related services; and/or utilization of rehabilitation technology.

## **Rehabilitation counseling embodies:**

- **Specialized Training that Focuses on:**
  - Understanding the medical and psychosocial aspects of various disabilities and disabling conditions;
  - Knowledge of assistive technology;
  - Skilled service delivery through application of the case management process;
  - Assessing abilities and strengths to facilitate a return to work.
  
- **Philosophy and Approach to Counseling that:**
  - Values the rights of individuals with disabilities to live independent, integrated lives;
  - Considers advocacy to be an essential part of the job;
  - Strongly commits to the concepts of holistic counseling, full inclusion, and empowerment;
  - Engages in a co-collaboration between counselor and client;

- Infuses multicultural considerations in all aspects of the rehabilitation counseling process.
- **Specialized Areas that include:**
  - Employee Assistance Programming
  - Job Development/Job Placement
  - Marriage & Family Counseling
  - Return-To-Work Coordination
  - Substance Abuse/Addictions Counseling
  - Vocational Evaluation
  - Expert Testimony,
  - Life Care Planning
  - Mental Health Counseling
  - School, Education, and Career Counseling
  - Teaching/Education
  - Vocational Rehabilitation



## CODE OF CONDUCT

Fiduciary Duty – Directors and Committee members are required to act in accordance with their fiduciary duty to CRCC. Fiduciary duty is broader than simply being a good steward of CRCC's finances. More broadly described, fiduciary duty requires Directors and Committee members to act independently without undue influence, honestly, in good faith, and in the best interests of CRCC, where CRCC interests take precedence over personal interests and interests of other parties. It requires these individuals to act competently and prudently, exercising reasonable care in all decision-making without placing CRCC under unnecessary risk. It is a legal and ethical obligation that encompasses the duties of care, loyalty, and obedience described as follows:

*Duty of care* is a standard that requires Directors and Committee members to exercise the same care that an ordinary, prudent person would exercise in a like position or under similar circumstances. It requires active participation and attendance at meetings to be informed about the activities of CRCC in order to be able to make informed and independent decisions when voting.

*Duty of loyalty* is a standard that requires Directors and Committee members to act in good faith, be faithful to CRCC, and pursue CRCC's best interests. It requires these individuals to be dedicated to CRCC's vision, mission, and goals and to put the interests of CRCC above self-interest. It also requires them to disclose any issues that may be a real or potential conflict of interest and to recuse themselves from discussing and voting on the matter.

*Duty of obedience* requires Directors and Committee members to act in accordance with CRCC's rules and policies, and in furtherance of its goals as stated in the mission statement, articles of incorporation, and bylaws.

Communications Concerning CRCC Matters – Directors and Committee members should not unduly disrupt Board/Committee meetings by using disparaging remarks nor should they discredit individuals engaging in honest discussion and debate. Directors/Committee members should not discuss issues that CRCC has not finalized unless directed by CRCC to seek information from their colleagues or from members of the general public. Once a decision has been reached by CRCC, Directors/Committee members should not disparage the decision to the general public. Some examples of inappropriate communications include: speaking in public against a decision made by CRCC while acting as a Director/Committee member, and speaking disparagingly against CRCC colleagues.

Competency and Capacity to Serve – Leadership should be mindful of the consistency of the Committee when determining Committee assignments and Directors/Committee members should be willing to commit to developing their competence in areas where they may not be well-trained. If for any reason Directors/Committee members should become diminished in their capacity to serve and are unable to discharge their duties, they shall inform the Chair of the Board of Directors of CRCC of their situation and accept CRCC's recommendations on the matter. Likewise, if another Director/Committee member obtains information that leads him/her to believe a Director/Committee member is unable to discharge his/her obligations, he/she shall report this to the CRCC Chair of the Board of Directors for action. Examples of breaches of

competency/capacity include: consistently failing to respond to requests by CRCC for information or action; and inability to respond appropriately to Board/Committee assignments due to diminished capacity.

Conflict of Interest – All Directors/Committee members shall behave in a manner that avoids a conflict of interest. Directors/Committee members shall not use information or experience gained through service to CRCC for their personal gain and/or in such a manner as to compromise the integrity of CRCC. Some examples of conflicts of interest include: using actual examination items in classroom teaching; ruling on an appeal of a friend or competitor; writing a letter of recommendation for an individual applying for a Board position if you serve as a member of the Nominating Committee; and taking the CRC examination or participating in the development of preparatory material during their term of service and for a period of five (5) years from the expiration of their term of service on the Standards & Examination Committee.

Dual Relationships – Directors/Committee members should be mindful of dual relationships within CRCC. Dual relationships shall be declared at the time Committee assignments are made or if a dual relationship develops within the term of appointment. The Chair of the Board of Directors shall consider all declared dual relationships when assignments are determined. Should a Director/Committee member desire, he/she may speak in confidence to either the Chair of the Board of Directors of CRCC, the Chair of the Ethics Committee, or the President and CEO. Examples might include a Director/Committee member failing to disclose the existence of a business or sexually intimate relationship with another Director/Committee member or with another individual being recommended for CRCC employment.

Public Behavior – Directors/Committee members shall conduct themselves in a manner befitting CRCC and the profession of rehabilitation counseling. While any individual's standards regarding behavior are generally a personal matter, Directors/Committee members must take care not to compromise the integrity of CRCC nor the profession through their conduct. An example of inappropriate public behavior includes obvious inebriation at an official function at which one represents CRCC or the profession or inappropriate language or behavior on a CRCC social media platform.

Record and Document Dissemination and Disposal – Information gained through Board and Committee meetings is, at times, confidential (i.e., files on ethical cases, decisions on particular applicant files, etc.). Confidentiality must be maintained and may include proper housing and disposal of certain information. During their term of service and at the expiration thereof, Directors/Committee members shall return all official and/or confidential documents to CRCC office immediately upon resolution of the matter at hand to be disposed of properly or personally dispose of the material in a proper manner. Examples of potential problems in record and document dissemination and disposal might include: "off the record" discussions with others concerning confidential information; and handling confidential documents in such a manner they become known to others who should not have access to the information.

*Certain acts are enforceable under CRCC's bylaws and/or policies and others may be enforceable by law. However, the aforementioned topics are intended to be guidelines and will be available to all Directors/Committee members at the commencement of their terms.*