



## **Rules, Competencies and Qualifications for ARAC Elected and Appointed Positions**

**CLASSIFICATION** This document is classified as an ARAC Administrative Document.

### **AUTHORIZATION**

Issue N°: 03

Prepared by: Executive Committee  
Date: 24/02/2020  
Revision N°: 01  
Approved by: General Assembly  
Issue Date: 24/02/ 2020  
Application Date: Immediate  
Document number: ARAC AD 043

Original: English

ARAC-AD-043-  
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Issue Date: 24/02/2020

1. Purpose:

The purpose of this document is to define the rules, process, qualifications and competencies for the elected and appointed positions in ARAC.

When required the relevant ARAC committees and work groups may establish their own mechanism and specify the competency of nomination and election and this shall be in harmony with this document requirements.

2. Scope

The scope of the elected ARAC positions covers:

- ARAC Chair
- ARAC Vice Chair
- MLA Committee/MLA Group Chair
- Technical Committee Chair
- Communication and Marketing Committee Chair
- Executive Committee members

3. The Appointed ARAC Positions are:

- Committee Vice Chairs
- Subcommittees Chairs (when composed)

4. Election Rules and process:

- a. The General Assembly will elect ARAC Chair and Vice-Chair, committee's chairs and members of the executive committee from ARAC members.
- b. ARAC Chair, ARAC vice Chair and Committees Chairs shall be from ARAC MLA Signatory members.
- c. Nominations for the position of ARAC Chair, Vice-Chair, Committees Chairs and members of the Executive Committee shall be received by the ARAC Secretariat at least two months before a General Assembly meeting by sending the completed application form, Annex I.
- d. In case of only one candidate is nominated for any position, the candidate will be considered elected unanimously.
- e. A Chair, a Vice-Chair and committees Chairs shall be considered elected when a single candidate obtains at least one-half of the votes cast.
- f. If more than two nominations were received at any election and none of the

candidates achieved at least 50% of majority vote, a further vote shall be held between the two candidates who received the highest number of votes. If the result of this second ballot is a tie, a further vote shall be held between the two candidates until one of the two candidates can achieve at least 50% of majority vote.

- g. Elections are held during the General Assembly for a term of two years, and can be re-elected once in the position. In any case, the incumbent may serve for a maximum of four consecutive years in the same position.
  - h. In case of absence of any Elected Position during the meetings, the Vice Chair shall take over the Chair's position. However, Executive Committee Members do not have any deputies.
  - i. In case of resignation or vacancy of the Elected Chair Position during the two years term, the Vice Chair shall act as Chair until the next General Assembly where another election shall take place to elect a new Chair for the remaining period of the term.
  - j. In case resignation or vacancy of the Elected EC Members, the same ARAC chair election mechanism is applicable.
  - k. The new elected chair/ member will still have the chance to nominate himself for the same post for two consecutive terms.
5. All candidates for the elected positions shall possess the following qualifications:
- Being employed by an Accreditation Body, except as stated in the ARAC Bylaws for the technical positions in the committees and subcommittees.
  - Possess the ability to direct and administer meetings effectively.
  - Possess leadership skills.
  - Fluent in both Arabic and English Languages.
  - Have adequate administrative support from their Accreditation Body's.
  - Willing to travel.
  - Able to attend the relevant ARAC meetings and those of outside groups to which the candidates are assigned for.
  - Have a record for at least 2 years in participation at ARAC committees meetings.

In addition to the qualifications above, candidates shall also meet the following

qualifications for each of the specific positions:

5.1 Candidates for ARAC Chair and Vice Chair shall:

- Hold a top management position within his accreditation body.
- Have a minimum of five years' experience in management of ILAC, IAF and ARAC recognized accreditation body.
- Possess adequate knowledge and experience of the international accreditation systems for conformity assessment bodies such as laboratories, certification bodies and inspection bodies.
- Be able to participate in all Executive Committee and General Assembly meetings of IAF, ILAC and international and regional meetings in addition to selected coordination committee meetings such as BIPM, ISO, CASCO, AIDMO and other international and regional related bodies.

5.2 Candidates for MLA Committee/MLA Group Chair and Vice Chair shall:

- Have occupied a senior and technical position in an accreditation body for a minimum of 4 years.
- Possess good knowledge of the international accreditation recognition systems ILAC MRA and IAF MLA.
- Possess satisfactory knowledge of the operation, process and rules of the Multi-lateral Recognition Arrangements.
- Shall be an evaluation Team Leader for at least 2 years.

5.3 Candidates for TC Chair and Vice Chair shall:

- Have occupied a senior and technical position in an accreditation body for a minimum of 4 years.
- Possess satisfactory knowledge of the management system and technical rules and policies of the international accreditation systems, conformity assessment standards and different accreditation schemes.

5.4 Candidates for CMC Chair and Vice Chair shall:

- Have occupied a senior position in public relation and/or marketing in an accreditation body for a minimum of 3 years.
- Possess satisfactory knowledge on media and regional relationships.
- Have satisfactory knowledge on the international recognition and ILAC, IAF arrangements marketing and media activities.

5.5 Candidates for Subcommittee Chair shall:

- Possess good knowledge of the specific subject matter covered by the Subcommittee.
- Shall be an assessment team leader for at least 5 years.

6. Evaluation of the received candidates application

6.1 Nomination of any chair and member of executive committee's candidate shall be via the ARAC accreditation member top management.

6.2 Within one month from the reception of complete, application with all supporting documents and recent resume. The ARAC secretariat in coordination with the ARAC chair will evaluate the applications received.

6.3 An acceptance letter will be sent to the accepted candidate for election will be sent to the eligible one.

6.4 In case of incomplete or not meet the elected position requirements. A letter to be sent to the candidate AB to inform unacceptance of the nomination.

Annex I: Application form for ARAC elected and appointed position