Rules, Competencies and Qualifications for ARAC Elected and Appointed Positions

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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
- Capacity Building Committee Chair
- Executive Committee member representing the associate members
- ARAC Treasurer

3. The Appointed ARAC Positions are:

- Committee Vice Chairs
- Subcommittees Chairs

4. Election Rules and process:
   a. The General Assembly will elect ARAC Chair and Vice-Chair, committee's chairs and member of the executive committee representing the associate members 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 member representing the Associate members 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 three years, and can be re-elected once in the position. In any case, the incumbent may serve for a maximum of six consecutive years in the same position.

h. In the event that no Elected Position holders are present during meetings, the Vice Chair shall assume the Chair's responsibilities. This succession rule does not apply to Executive Committee Members, as no deputy positions exist for their roles..

i. In case of resignation or vacancy of the Elected Chair Position during the three 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 the event of resignation or vacancy of an Elected Executive Committee (EC) Member, the ARAC Chair election mechanism shall apply to fill the position..

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 Bodies.

- 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, AIDSMO 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 Capacity Building Committee Chair and Vice Chair shall:

- Have occupied a senior and technical position in an accreditation body for a minimum of 4 years.
- Possess comprehensive knowledge of capacity-building methodologies, training frameworks, and professional development strategies relevant to accreditation bodies.
- Demonstrate a strong understanding of international accreditation systems, conformity assessment standards, and key accreditation schemes to guide effective learning initiatives.

5.6   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.

5.7   Candidate for ARAC Treasurer:

Possess good knowledge of an organization's financial activities, budget preparation, and presentation of financial reports to upper management.

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