

## **Ohio Association for Behavior Analysis**

### **Professional Standards Committee Chairperson**

#### **Position Description**

**Term:** Two years, but renewable without limit

**Estimated Time Commitment:** approximately 4 hours per month, but up to 15 hours per month immediately prior to and following the annual conference

#### **General Overview:**

According to the OHABA Bylaws, the Professional Standards Committee serves as a liaison to the Board on all topics related to issues for individuals who are certified by the Behavior Analyst Certification Board (BCBA's/BCaBA's) and the Ohio Psychology Board (COBA). In addition, the Professional Standards Committee will act as the Approved Continuing Education (ACE) provider for BCBA's/BCaBA's through the BACB to offer continuing education credits at the annual conference and any additional programs.

#### **General Responsibilities:**

- Forms and presents a Diversity, Equity, and Inclusion (DEI) Committee to the Board for approval.
- Hold four DEI committee meetings per year and submit meeting minutes to the Board 10 days prior to the quarterly board meeting.
- Prepare Board Report for meetings.
- Attend quarterly Board Member meetings and virtual collaboration meetings.
- Monitor and manage email sent to the Professional Standards Chairperson no less than on a weekly basis.
- Contribute to, facilitate, or lead one OHABA CEU event per year.
- Be a member of the annual program committee.
- Present modifications to the current provided committee budget within the first quarter of the fiscal year for that position or within one month of a specific event.
- Will review and make recommendations for updates to the strategic plan on a quarterly basis.

#### **Specific Responsibilities:**

- Disseminate information related to new BACB and COBA rules and regulations to Board and members.
- Acts as the ACE coordinator for BCBA/BCaBA continuing education for all events hosted by OHABA. This includes renewing the application each year by January 31, ensuring all conference submissions meet BACB standards, and coordinating continuing education procedures at OHABA events.
- Utilized CEU helper or CEU system, to create CEU events throughout the year to track and monitor CEUs. Provide certificates to attendees.
- The Outgoing Professional Standards Chair is responsible for ensuring the proper

paperwork is completed to transition the ACE coordinator status to the Incoming Professional Standards Chair.

- Serves as OHABA's main point of contact with ABAI and submits the required annual report after board approval (due yearly on April 1).
- Works with the OHABA committees to secure a booth/poster or other presence at the ABAI annual conference.