



2025 I.C.E. Volunteer Opportunities

Getting involved in your professional association brings even greater value to your membership experience. Through your volunteer role with the Institute for Credentialing Excellence (I.C.E.), you can:

- Gain fresh and new industry knowledge and perspective,
- Give back to the credentialing community
- Nurture deeper connections with knowledgeable industry peers.

Identify the involvement opportunity that makes the most sense for your background, interests, and expertise.

[Submit your volunteer interest form](#) by Friday, November 22

Volunteer Opportunities

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We make every effort to accommodate your top choice. Final decisions for appointments are based on a variety of factors determined by I.C.E. management. If you are committed to getting involved in any capacity, please list multiple preferences,



2025 I.C.E. Committees

Annual Conference Program Committee

Chair: Joel Oliva, ICE-CCP, CCO Certification

Vice Chair: Rich Waters, MBA, CAE, American Board of Medical Specialties

Staff Liaisons: Grace Calloway and Katie Scott, CAE

Meetings: Monthly conference calls December – October. **Two-year time commitment required.**

Charges:

- Determine desired tracks for I.C.E. Exchange
- Solicit and review proposals for I.C.E. Exchange
- Determine possible speakers, including keynotes for the I.C.E. Exchange
- Prepare and host a first-time attendee event for the I.C.E. Exchange
- Introduce speakers and monitor break-out sessions at I.C.E. Exchange
- Assist with promoting I.C.E. Exchange through social media and other outlets

Diversity, Equity, & Inclusion Committee

Chair: Avis Bullard, MS, ASQ-CSSBB, Board of Pharmacy Specialties

Vice Chair: Pam Weber, MPA CAE, National Apartment Association

Staff Liaison: Candice Young and Denise Roosendaal, FASAE, CAE

Meetings: Monthly

Charges:

- Engage the membership in designing a DE&I Plan for I.C.E. that resonates, is appropriate for the credentialing community, and focused internally as well as externally.
- Plan and host 3 DEI Coffee Chats
- Serve as a resource for other committees to provide feedback and speaker recommendations for DEI topics.

Education Committee

Chair: Dana Van Laeys, National Center for Competency Testing

Vice Chair: J.J Powell, MS, R.T.(R)(S) (ARRT), RDMS, RVT, The American Registry of Radiologic Technologists

Staff Liaison: Grace Calloway

Meetings: Quarterly meetings January-November

Charges:

- Topic Identification for Webinars
 - Brainstorm webinar themes
 - Review submitted webinar proposals to identify relevant topics and presenters for 60-minute webinars (8 webinars/year)
 - Speaker recruitment and review of bi-annual content
- Webinar Hosting



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- Support planning the meeting with experts to discuss and confirm content
- Moderate I.C.E. webinars
- Promote webinars on social media
- Make recommendations to I.C.E. for the development of new educational offerings

Government Affairs Committee

Chair: Shannon Fleming, Board of Certification for the Athletic Trainer

Vice Chair: Katherine Landsberg, Dental Assisting National Board

Staff Liaison: Denise Roosendaal, FASAE, CAE

Meetings: Quarterly conference calls

Charges:

- Provides updates on federal and state legislative matters affecting the credentialing community

Membership Outreach Committee

Chair: Keshia Davidson, ICE-CCP, MBA, Hospice and Palliative Credentialing Center

Staff Liaison: Candice Young

Meetings: Monthly conference calls, January– October, then as needed

Charges:

- Support I.C.E.'s membership recruitment goal to increase membership
- Email outreach to I.C.E. non-member prospects, primarily focused on organizational prospects (I.C.E. Staff provide contacts and materials to support outreach, and volunteers provide updates during monthly committee meetings)
- Welcome new members to I.C.E. and spread awareness of I.C.E. membership benefits
- Support new member identification and outreach

Research & Development Fundraising Committee

Chair: Shelby Williams, ICE-CCP, National Association of Boards of Pharmacy

Vice Chair: Neil Guman, MA, National Center for Competency Testing

Staff Liaison: Denise Roosendaal, FASAE, CAE & Munira Hanaffi

Meetings: Monthly conference calls between April-October

Charges:

- Assist management in raising the annual amount for the R&D initiative
- Raise funds for the annual Research & Development Program for I.C.E.

Publications & Editorial Committee

Co-Chairs: Tara Myers, PhD, ICE-CCP, SHRM-SCP, American Nurses Credentialing Center and Melanie Graw, MEd, MBA, National Restaurant Association

Staff Liaison: Juliana Ludema McPherron, Angela Apicella and Kristin Frankiewicz

Meetings: Quarterly full committee conference calls. Two-year commitment requested.

Charges:



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- Leverage network to identify relevant topics, authors and interviewees to be published on the I.C.E. content hub, *Credentialing Insights*. PEC members are not required to write articles but are welcome to do so if writing is an interest.
- Review drafted articles for subject matter expertise on a rolling basis (feedback typically requested within one week of receiving).
- Share published articles to their LinkedIn pages to encourage engagement.
- Survey the members on potential topics, if applicable.
- Make recommendations to I.C.E. for development of new publications as needed.

Public Member Committee

Chair: Rebecca LeBuhn, MA, National Board of Certification and Recertification for Nurse Anesthetists

Vice-Chair: Beverly Black, MHSA, CAE, National Commission on Certification of Physician Assistants

Staff Liaison: Katie Scott, CAE

Meetings: Monthly conference calls

Charges:

- Develop resources to (1) support the understanding and value of public members, and (2) support current Public Members
- Support Public Member networking, through Public Member Networking Calls and at the I.C.E. Exchange
- Select Ben Shimberg Public Member awardee
- Collaborate with I.C.E. committees to promote the public member voice

2025 I.C.E. Task Forces, Micro-volunteers, and Stand-Alone Volunteer Opportunities

The following volunteer opportunities are designed to support a specific goal or task in up to one year. Some may not kick off until mid-year.

Online Course Update Task Force

Staff Liaison: Grace Calloway and Kaie Scott, CAE

Meetings: Monthly conference calls between January – August

Charges:

- Review online courses to assess relevance, timeliness, and alignment with learning objectives
- Provide recommendations for content updates and update online courses accordingly
- Interested volunteers will be asked to identify areas of expertise.

ICE-CCP® Item Writers

Staff Liaison: Linda Anguish

Meetings: Virtual training session, group review sessions (TBA)

Charges:



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Develop and review items for the ICE-CCP examination. Work is performed both independently and as part of a small group. Must hold current ICE-CCP certification to qualify and agree not to recertify by retesting. Selected item writers will:

- Attend training (conducted virtually by vendor) in late 2024/early 2025
- create a minimum of 20 exam items on an assigned topic independently for submission through an electronic system
- Revise items based on feedback from vendor
- Participate in item review sessions (conducted virtually) with vendor and other SMEs

Research Think Tank: Communication & Dissemination Subgroup

Chair: Cynthia Allen, ICE-CCP, SeaCrest Consulting

Vice Chair: Todd Galati, CAE

Staff Liaison: Denise Roosendaal, FASAE, CAE

Meetings: Monthly conference calls

Charges:

- I.C.E. is seeking volunteers who want to support this initiative and/or have experience revolutionizing an organizations' approach to research activities. Specifically, we are looking for individuals with experience in strategy, data visualization, grant writing or funder relationships, and research marketing.

Micro-Volunteering Opportunities

Micro-volunteering allows you to volunteer for specific projects without the year-round commitment. I.C.E. staff will contact micro-volunteers throughout the year as opportunities arise.

- **Online Community Curators** – Volunteer for one month to help the flow of discussions and questions within I.C.E.'s online communities.
- **Educational Micro-learning Contributors**— I.C.E. relies on the credentialing field to develop timely and relevant educational resources. Volunteers will be invited periodically to develop or review online content based on your areas of expertise.
- **Marketing Focus Groups** – I.C.E. is always interested in member perspective on a variety of topics or proposed products/programs. Volunteering to serve in our focus groups would require attendance in periodic calls or meetings at I.C.E. Exchange.
- **LinkedIn Ambassadors** – I.C.E. can't be in all places at all times. We could use some assistance in monitoring social media channels for topics related to credentialing.

2025 Volunteer Interest Survey

Complete this survey to share your interest by Friday, November 22:

<https://www.surveymonkey.com/r/QN2DGY>

Please direct any questions to info@credentialingexcellence.org.