

**Radiology Administration Certification Commission**  
**Position Description: Commissioner**

**Term of Office:** Three years, or as required by Policy 1.07(4), with a maximum of two terms.

**Reports to:** Radiology Administration Certification Commission

**Selection:** Elected by Certified Radiology Administrators

**Responsibility:**

The Radiology Administration Certification Commission has been established as a separate and autonomous functional body responsible for the examination and certification of radiology administrators. A Commissioner is a member of the RACC, which is responsible for governing the Certified Radiology Administrator (CRA) program and assuring that it succeeds in its mission. The affairs of the RACC are managed under the direction and supervision of the RACC. The Commission acts as a body and individual commissioners have no authority, unless the RACC delegates it to them.

**RACC Commissioners shall:**

- Determine policies relative to the CRA program, including certification eligibility requirements, recertification criteria and continuing education requirements, and fees associated with the CRA program.
- Manage CRA appeal and disciplinary processes to maintain the integrity of the CRA program in protecting the public.
- Bestow public recognition to those radiology administrators who satisfy all certification eligibility criteria and successfully complete the CRA examination, and who fulfill continuing education and recertification requirements established by the Commission

**Commissioners are responsible to:**

- Prepare for and attend all meetings of the RACC.
- Respect and maintain confidentiality of information and protocols for representation of the RACC and CRA program in the community and with the media.
- Establish the passing point for the CRA examination and assist in key verification as needed.
- Participate in item writers and/or test assembly meetings as needed.
- Vote on CRA policy and program issues.
- Serve as a resource of knowledge, support and counsel to staff, committees and other commissioners.

**Qualifications:**

- Current CRA in good standing
- Have maintained full, active CRA status for at least 1 year prior to nomination.
- Demonstrated leadership skills through a record of responsible service
- Knowledgeable about the programs and services of the Commission
- Ability to communicate effectively in oral and written form
- Demonstrated ability to exercise good judgment
- Fair, reasoned, and impartial judgment
- Committed to serving the common interests of all CRAs

**Meeting requirements:**

The RACC typically meets monthly via conference call. Item writing and test assembly meetings are held as needed, typically every-other-year, and may be held all or in part via electronic means or conference call.

Commissioners may occasionally represent the RACC/CRA Program at meetings of Professional Associations, Governmental Agencies, etc as requested by the Commission.