

The following information was taken from the American Board of Funeral Service Education (ABFSE) By-Laws Article VI and is intended to act as a resource for individuals interested in serving on an ABFSE Committee.

ARTICLE VI

The standing committees of the ABFSE shall be:

1. Scholarship Committee
2. Curriculum Committee
3. Accreditation Liaison Committee
4. Program Committee
5. Constitution and By-Laws Committee
6. National Board Examination Liaison Committee.
7. College and University Council
8. Finance Committee
9. Committee on Accreditation

The members of all standing committees, except the Committee on Accreditation, the Finance Committee and the Accreditation Liaison Committee, shall serve for a term of three (3) years, exclusive of original appointments, which shall be staggered in such a way as to provide for orderly transition. Members shall be eligible for reappointment for only one (1) additional consecutive three-year term. Members are appointed by the President of the ABFSE with the approval of the Executive Committee.

The members of each standing committee shall elect a chair and a vice chair at their spring meeting, to serve for the ensuing year. The President of the ABFSE shall announce vacancies on the committees as they occur and will solicit nominations from individuals to fill the vacancies from the appropriate constituencies.

SCHOLARSHIP COMMITTEE

- The Scholarship Committee shall consist of a minimum of eight (8) members with educators comprising the majority of the membership but with a representative from each member association.
- The members of the scholarship will meet at least twice a year to review applications and award ABFSE scholarships to students attending ABFSE accredited programs. On occasion, the Committee may review applications from ABFSE faculty members seeking advanced degrees as funds are available.

CURRICULUM COMMITTEE

- The Curriculum Committee shall consist of a minimum of eight (8) members with educators comprising the majority of the membership but with a representative from each member association. Each subject in the ABFSE Curriculum undergoes a review process every five (5) years.
- The Curriculum Committee reviews curriculum outlines and makes edits, corrections and suggestions for the ABFSE body to review and approve.

ACCREDITATION LIAISON COMMITTEE

- The Accreditation Liaison Committee shall consist of the officers of the ABFSE and three (3) ABFSE members appointed by the President, who do not currently serve on the Committee on Accreditation. The appointed members of the committee shall serve at the discretion of the President for a one-year (1) term. At least one member of the Committee shall represent a single-purpose institution and one member shall represent a public institution. An appointed member shall not serve more than two consecutive terms (2 years.)
- The Accreditation Committee serves as the communication link between the ABFSE programs and the Committee on Accreditation.

PROGRAM COMMITTEE

- The Program Committee shall consist of a minimum of eight (8) members with educators comprising the majority of the membership but with a representative from each member association.
- This Committee shall plan programs and workshops for the annual conference and other professional development opportunities throughout the year.

CONSTITUTION AND BY-LAWS COMMITTEE

- The Constitution and By-Laws Committee shall consist of a minimum of eight (8) members with educators comprising the majority of the membership but with a representative from each member institution.
- This Committee shall periodically review the Constitution and By-Laws and respond to requests for review from the Executive Committee.

NATIONAL BOARD LIAISON COMMITTEE

- The National Board Liaison Committee shall consist of a minimum of eight (8) members with educators comprising the majority of the membership but with a representative from each member association.
- This Committee will serve as the communications resource between the ABFSE membership and the International Conference of Funeral Service Examining Board.

COLLEGE AND UNIVERSITY COUNCIL

- The College and University Council shall consist of the representatives from each institution or program of funeral service education accredited by the ABFSE, with each ABFSE accredited institution or program having one vote.
- The College and University Council shall meet at least at each annual conference and shall elect its own officers. The College and University Council serves as the “caucus” for all academic program / institutions which are members of the ABFSE.

FINANCE COMMITTEE

- The Finance Committee shall consist of the Executive Committee of the ABFSE.
- The Committee will be responsible for approving ABFSE expenditures and the annual budget.

COMMITTEE ON ACCREDITATION (COA)

The Committee on Accreditation (COA) shall consist of twelve (12) members, including two (2) public members. In addition, membership includes one (1) representative each from the funeral service associations; three (3) representatives from the single purpose institutions of funeral service education; and three (3) representatives from the multi-purpose institutions of funeral service education, and one (1) educator representing the College and University Council.

The chairs of the site visit team are ex officio non-voting members of the COA. The chairs may participate in discussion, but may not make motions. The officers of the ABFSE shall not be a member of the COA and are not entitled to the written reports to or from the COA. At least 25% (of which includes one educator and one public member) of the voting members of the COA must demonstrate significant experience in Distance Education at the supervisory, developmental, or practitioner level.

The function of the COA shall be to grant candidacy, initial accreditation, or reaccreditation to institutions of funeral service education.

- 1 The COA possesses the sole authority to perform the functions as stated in Section A-1 by virtue of the authority delegated by the ABFSE and the recognition awarded by the U.S. Department of Education. An institution of funeral service education adversely affected by the decisions of this committee may avail itself of the appellate procedure.
- 2 The members of the COA shall serve for a term of three (3) years, exclusive of original appointments, which shall be staggered in such a way as to provide for orderly transition. Members shall be eligible for reappointment for only one (1) additional consecutive three-year period. Members are selected by the COA. The COA will announce vacancies on the committee as they occur and will solicit nominations for individuals to fill the vacancies from the appropriate constituencies as prescribed in the Accreditation and Policy Manual, Chapter X. Policies. Section P. The COA will select new members only from nominations received.
- 3 The COA shall elect a chairperson and a vice-chairperson who shall serve as chair in the event the chair is absent or unable to serve. The Executive Director shall serve as secretary for this committee.
- 4 The Executive Director of the ABFSE or chairperson of the COA shall select the chairperson of the site visit teams and their members in consultation with the institution being examined.
- 5 The COA shall appoint educators from disciplines other than funeral service education to serve as chairs of the site visit teams. Appointments shall be for a period of three (3) years, renewable. The chairs shall serve as ex-officio members of the COA.
- 6 The COA shall create its own budget annually and submit it to the ABFSE for inclusion in the overall budget. The COA shall be autonomous in its expenditures and revenues.
- 7 The COA shall meet regularly twice each year, in the fall and in the spring. The COA may also choose to hold special meetings either in person or by conference call when dealing with issues deemed too timely to wait.