



Interstate Commission for EMS Personnel Practice  
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**Position Title:** Executive Director  
**Team:** Executive  
**Reports To:** Commission Chair  
**FLSA Status:** Exempt  
**Effective Date:** March 1, 2021

#### **SUMMARY**

The EXECUTIVE DIRECTOR serves at the pleasure of the of the Interstate Commission for EMS Personnel Practice (ICEMSPP) but is not a Commissioner or voting member of the ICEMSPP. The EXECUTIVE DIRECTOR serves as the ICEMSPP's principle administrator and performs duties delegated by the ICEMSPP, including but not limited to the following: implement and monitor the administration of all policies, programs and initiatives adopted by the ICEMSPP; prepare and draft annual budgets for the ICEMSPP's consideration; monitor ICEMSPP's expenditures for compliance with approved budgets and maintain accurate records of the ICEMSPP's financial account(s); assist Commissioners as directed in assessing compliance and securing reports from Member States; execute contracts on behalf of the ICEMSPP as directed; receive service of process on behalf of the ICEMSPP; prepare and disseminate all required reports and notices as directed by the ICEMSPP; and otherwise assist the Commissioners in the performance of their duties under the by-laws.

The EXECUTIVE DIRECTOR will be a trusted public figure representing the EMS Compact and will frequently represent the vision, mission, positions, and strategic objectives ICEMSPP with honor, grace, and professionalism. The EXECUTIVE DIRECTOR reports through the Chair of the Executive Committee of the ICEMSPP.

## ESSENTIAL FUNCTIONS:

- The EXECUTIVE DIRECTOR holds a key national EMS leadership position and is responsible for **leading** the EMS Compact and ICEMSPP by:
  - Professionally representing the EMS Compact and the ICEMSPP at meetings, events, conferences, legislative sessions.
  - Maintaining a strong knowledge of national trends in EMS licensure and the use of interstate compacts.
  - Serving as a policy leader in collaboration with national stakeholders and partners.
  - Establishing and maintaining a respected national leadership role in the EMS community.
  - Collaborating with the Commission to develop and implement a multi-year strategic plan.
  - Developing an annual operational plan, approved by the ICEMSPP, executing, and reporting quarterly on the implementation of the annual plan.
  - Creating, in collaboration with the ICEMSPP and stakeholders, a financial sustainability plan with short-and long-term financial planning and projections.
  - Monitoring the national EMS operational environment for opportunities and threats intersecting with the EMS Compact or cross border operations of EMS personnel. Identify responsive strategies, innovations, programs, and options that meet the Commission's strategic goals.
  - Reviewing information from the Council of State Governments and the National Center for Interstate Compacts on the status, management, and implementation of other health licensure compacts.
  - Establishing and maintain relationships with the leadership of other healthcare or related interstate compacts.
  - Clearly articulating the vision, mission, values, and strategic goals of the Commission with partners and stakeholders.
  - Embracing and modeling the values of the ICEMSPP to achieve the culture required to successfully achieve the vision and mission of the Commission.
  - Provide a leadership style that cultivates a culture of transparency, accountability, integrity, inclusiveness, collaboration, and innovation.

- The EXECUTIVE DIRECTOR provides day-to-day **management and operationalization** of the EMS Compact and ICEMSPP by:
  - Monitoring, reporting, and fulfilling contractual obligations entered by the ICEMSPP.
  - Coordinating with the National Registry of EMS Technicians (NREMT) for the implementation and operations of National EMS Coordinated Database (NEMSCD).
  - Assisting commissioners and other state EMS office staff in operationalizing the EMS Compact, the NEMSCD data system and other elements of making the EMS Compact.
  - Encouraging through policy, education, and other strategies a consistent use of the EMS Compact by the member states.
  - Facilitate the sharing of best practices among the member-states.
  - Responding in a timely manner to stakeholder and public inquiries.
  - Administering basic technical support and guidance for commissioners and authorized state officials utilizing NEMSCD and coordinating advanced level technical assistance as required.
  - Recommending and supporting the ICEMSPP in the development of policies and procedures for the effective administration of the EMS Compact.
  - Analyzing operations to evaluate the performance of contracted suppliers of goods and services in meeting objectives and determine areas of program improvement or policy change.
  - Develops and implements corrective action plans to solve organizational or departmental problems.
  - Evaluates and recommends organizational structure and staffing needs of the ICEMSPP.
  - Perform other duties in support of the ICEMSPP as the Chair may require.
  
- The EXECUTIVE DIRECTOR **promotes** the value, role, and importance of the EMS Compact through:
  - Educating state EMS officials, legislators, National EMS organizations and other stakeholders on the REPLICA legislation, and the operations of the ICEMSPP
  - Tracking state legislation related to REPLICA and the interstate practice of EMS personnel.
  - Attending state legislative hearings and provide testimony, as requested.
  - Representing the ICEMSPP at stakeholder events, conferences, and meetings.
  - Regularly presenting updates on the implementation of the EMS Compact, the National EMS Coordinated Database (NEMSCD) and the ICEMSPP to the National Registry's Board of Directors
  - Developing and maintaining relationships with stakeholders in the EMS profession, with state EMS officials and national EMS organizations.
  
- The EXECUTIVE DIRECTOR is responsible for **meeting management** and for providing and/or coordinating the following:
  - Collaborating with Chair(s) to develop meeting agendas for the ICEMSPP full commission meetings and committee meetings.

- Posting agendas appropriately and in a timely manner while ensuring public notice requirements are fulfilled.
  - Ensuring all meeting logistics and technology needs are met, including but not limited to, audio-visual and recording.
  - Identifying, coordinating, and establishing meeting locations and venues, and/or appropriate virtual meeting platforms.
  - Acting as liaison with the hotel/conference venues.
  - Preparing, monitoring and managing meeting budgets.
  - Preparing and distributing meeting books and materials in an electronic format to ICEMSPP Commissioners and committee members in advance of meetings.
  - Soliciting feedback, opinions and information from Commissioners, states, stakeholders and the public related to meetings.
  - Coordinating and implementing process for collecting and reviewing public comments on rules or agenda items at the request of the ICEMSPP.
  - Developing a process to evaluate meeting effectiveness.
- The EXECUTIVE DIRECTOR is an expert **communicator** and develops mechanisms and processes for **effective communication** with all Commissioners, state EMS offices, state legislators and other stakeholders by providing and/or coordinating the following:
    - Preparing, updating, and maintaining the roster of appointed Commissioners; coordinate the appointment of new commissioners; facilitate the transition of duties between commissioners; archive records of commissioner appointments.
    - Preparing and distributing newsletters, executive summaries of meetings, and reports to stakeholders on a regular basis.
    - Preparing timely Annual Reports at the conclusion of each fiscal year.
    - Reviewing and editing content on the emscompact.gov website to ensure it is accurate and updated on a regular basis.
    - Drafting and distributing press releases; subject to approval of the Chair.
    - Monitoring, developing, and maintaining the social media presence for the ICEMSPP.
    - Collaborating with the ICEMSPP to develop reports, policy, and advisory opinion statements.
    - Responding to public requests with publicly available information.
    - Preparing quarterly reports of the Commission to stakeholders and partners.

#### **QUALIFICATIONS AND REQUIREMENTS:**

- **Master's Degree** preferred from an accredited college or university, or equivalent.
  - Candidates may substitute six additional years of relevant work experience in lieu of a college or university degree.
- Have a minimum of **ten years of experience** in senior leadership position(s). Preference with candidates with experience in:
  - Emergency Medical Services leadership or administration

- Leadership of national organizations or associations
- State and/or federal agency licensing or regulation
- Project and program management
- Interstate Compact administration
- Startups or entrepreneurship
- A solid understanding and knowledge of the Recognition of EMS Personnel Interstate Compact (REPLICA) and a general understanding of the history, structure, and purpose of interstate compacts.
- A keen interest in, genuine passion for, and deep personal commitment to the mission of the Interstate Commission for EMS Personnel Practice and a capacity to articulate this vision in a way that motivates and inspires.
- Solid executive leadership abilities, including planning, delegating, product and program development, and growth.
- Extensive public speaking experience with a variety of national audiences to include state legislators.
- Strong fiscal management skills, including budget preparation, analysis, decision making and reporting, and monitoring.
- Demonstrated collaborative abilities and solid interpersonal skills, able to work with anyone and with little guidance or directions.
- Experience and skill in working with a Board of Directors, a Commission, or other governance structure.
- Experience monitoring system performance and instituting organization-wide improvements, when needed.