



## **international debate education association**

### **Accreditation Consultants Duties and Responsibilities**

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Accreditation Consultants are experienced debate educators, authorized by the Accreditation Committee to advise and assess applicant NGO's seeking accreditation. Accreditation Consultants have professional expertise in the different functional areas of a speech and debate organization including, but not limited to, NGO management, speech and debate knowledge, training and curricular development, finance, public relations, fundraising, and event planning. Accreditation Consultants are chosen on the basis of individual merit and for the extent to which they will contribute to a diverse and geographically balanced community of consultants.

Accreditation Consultants have the following duties and responsibilities:

- To participate in an Accreditation Consultant training designed to:
  - provide the opportunity for the participants to get acquainted with the accreditation process and share their views and opinions on its components
  - develop knowledge of the most important elements to be assessed during the accreditation process and develop skills required to conduct successful on-site visit
  - develop strategies of cooperation between Accreditation Consultants and the Accreditation Committee
- To acquaint themselves with the IDEA accreditation process and standards, follow the changes to the documents on a regular basis and contribute ideas and suggestions regarding the potential improvements to the process based on their observations and communication with the organizations undergoing the accreditation process
- To offer to help their assigned NGO if asked, but not interfere with colleagues work or micromanage
- To communicate via e-mail regularly with the members of the Accreditation Committee, representatives of the organization undergoing the accreditation process and other Accreditation Consultants
- To conduct document analysis of the application materials submitted on-line by the NGO seeking accreditation
- To participate in a minimum of one on-site visit at a time convenient for the NGO undergoing accreditation. The Accreditation Consultant will provide the NGO with advanced notice of the visit. The visit will involve
  - Observation of a tournament (including at least one full round of debate) to (a) verify the teaching of fundamentals, and that students are demonstrating these fundamentals, and (b) assess the quality of judging (by observing judge feedback)
  - Observation of the training (or at least, the briefing) of judges before a debate to assess

the quality of judge training

- Observation of tournament tabulation to ascertain (a) the efficiency and administration of the tabulation room, and (b) the way in which the tournament is paired
- Interviews with students and teachers
- Observation of a debate practice at two different clubs (and/or schools) to assess teaching methodology (interactivity, etc.) and level of student engagement
- Visit to the office, resource center and/or program coordinator to verify that materials are accessible to students/teachers
- Interviews with coordinators to discuss materials, space, and teaching strategies
- To duly compile a written report from the on-site visit and submit it to the Accreditation Committee.
- To maintain a country portfolio of documents, activities and a log which includes:
  - calendar of events (visits, own notes, monthly/quarterly reports to self)
  - plan of activity
  - stages of achievement
  - documents asked for and received
  - copy of feedback provided
- To report recommendations, signed by the NGO, which indicates what was found that needs to be changed and the date it should be changed by
- To summarize their evaluation in a report for the Accreditation Committee
- To assist the Accreditation Committee in making the final decision concerning the accreditation of a given debate and speech organization by providing additional information requested by the Accreditation Committee, offering consultant services for the members of the Accreditation Committee and analyzing information provided by the applicant organization.

4/19/2005