

Welcome to the board!

Thank you in advance for your service to the state of Alaska as a volunteer on a professional licensing board. The staff of the Division of Corporations, Business and Professional Licensing (CBPL) would like to welcome you, and—since your responsibility starts now—we encourage you begin learning about your new position. Board member training resources are located on our division web site at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardMemberResources.aspx>.

A few key points will help you navigate the unfamiliar workings of a government licensing board:

1. Licensing boards are quasi-judicial bodies.

This means that their work is more than advisory. Boards make decisions about the scope of practice of a profession, whether a person is qualified for licensure, and whether a violation of a statute or regulation has occurred. These processes require familiarity with the laws governing the profession, understanding of the legal processes involved, and a willingness and ability to think critically and deliberate fairly about facts and issues. We will teach you these things, so you don't need to know them yet. However, they are required knowledge once you are appointed.

2. Boards meet in person and electronically to do business.

Our boards are required by law to meet a few times a year. These meetings can happen either in-person or telephonically/via videoconference. They are open to the public, and sometimes you will need to travel to the meeting location. The state will pay for your travel expenses; however, you will be required to adjust your schedule—including taking time off work or missing a recreational event—to attend. Occasionally, meetings will be called on short notice; however, they are usually scheduled well in advance and tailored to participants' schedules.

“With great power comes great responsibility.”

Winston Churchill and Uncle Ben from *Spider-Man*

3. The business of licensing is ongoing.

In addition to attending scheduled public meetings, board members must be able to devote sufficient time to preparing for those meetings. Board membership also requires regular and dependable access to a computer or tablet with internet access as board members are sometimes called upon to provide staff with guidance, input on scheduling, or vote on a matter electronically. Further, members may need to research issues in preparation to propose or evaluate regulations, review investigative material, testify in legislative hearings, or complete special projects in between meetings. Depending on what is happening in the life of the board, a member may find himself or herself busy for a few hours a week.

4. Board members remain impartial and open to all perspectives.

Board members must weigh the concerns of consumers, licensed professionals, and stakeholders without prejudice and in the public interest. A board member serves the public, and even where the

member takes a seat specifically reserved for a particular constituency, the member's obligation is always to do what is in the best interest of the public.

5. Board members adhere to state and federal law, a Code of Conduct and the Executive Branch Ethics Act.

The division has adopted a Code of Conduct that is intended to assure the public that the board and its individual members uphold the highest level of integrity and ethical standards as they ensure competent, safe, and ethical practice of the licensed professions they regulate in the public interest. This code requires board members to:

Act to advance the broad public interest, not favor a professional or private constituency.

Demonstrate professional civility for fellow board members, staff, and the public in all matters.

Conduct verbal and nonverbal behavior in a calm, respectful, and positive manner that promotes sound decision-making.

Respect and adhere to rules, policies, and guidelines of the board.

Participate in board meetings, and be responsive to staff when requested to vote or provide input or insight outside of scheduled meetings.

Be prepared to address each item on the board's agenda and request recusal only where a conflict of interest has been properly identified.

Manage all matters in a fair, equitable, transparent, and impartial manner.

Courteously accept decisions made by a majority of the board.

Strive beyond the norm to avoid any actual or perceived conflict of interest that may compromise the integrity of the board, a board member, or a board decision.

The Executive Branch Ethics Act is a set of laws that ensure conflicts of interest are minimized. It can be found in AS 39.52 and is summarized at <http://law.alaska.gov/doclibrary/ethics/EthicsInfoBC.html>. The site also explains how to declare a conflict, how to report a potential conflict, and how one is cured.

Questions? Please contact the staff member assigned to your professional licensing board. You are always welcome to contact division management with questions or concerns.

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
907-465-2550 or license@alaska.gov