Subject Matter Expert / Item Writer
Volunteer Position Description & Submission Form

**Purpose:** Assist in developing content that supports learning objectives for exam products and/or job tasks identified by the bodies of knowledge for certification products, primarily discipline examinations.

**Location:** Varies, most work done at home.

**Qualifications (or selection criteria):**
- NEBB Certificant-in-good-standing in discipline content/topical area
- Extensive knowledge of the discipline content/topical area
- Ability to work on your own and within a deadline and also to work productively as part of a volunteer group
- Ability to bring day-to-day experience to the subject matter– both content and its context for the business.
- Ability to communicate to external audiences without using jargon
- Detail-orientation and capacity to see the project through to completion

**Key Responsibilities:**
- Contribute core content and material for item writing
- Utilize source materials, reference items, and supplemental resources
- Add richness to the content by offering first-hand field knowledge (anecdotal stories, case studies, best practices, tips and/or “tricks-of-the-trade”) that can be shared with others to improve knowledge exchange and transfer
- Ability to maintain confidentiality and perform volunteer duties in an unbiased, impartial and unprejudiced manner as required by the duties of their assignment.
- Meet all agreed-upon turnaround times and deadlines for project deliverables, deliverable reviews, or deliverable sign-off
- When asked, assist in defining the knowledge, skills and abilities required for Certificants to perform given responsibilities as requested by writing items for specified discipline exam

**Time Commitment:**
- The time commitment varies by project.
- The project scope will be established and reviewed with the Subject Matter Expert at the onset of the project.

**Training/support provided:**
- Three week training orientation; meet once a week via Go-to-Meeting for training, from 8:00 pm -9:30 pm eastern time zone.
- Guidance on the development process.
- Conference calls or online development meetings as necessary.

**Benefits:**
- Opportunity to define and validate the profession
- Ability to network with other Subject Matter Experts (SMEs) and NEBB Leadership.
- Gain recognition by sharing your expertise and taking your place among our profession’s experts.
- **Obtain Continuing education credit (under Volunteer CEC Category) with your involvement.**
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Name of Nominee: ____________________________________________

Organization/Position: __________________________________________

Address: __________________________________________

Phone/Cell: __________________________________________

Email: __________________________________________

SME Candidate Experience, Volunteer Experience and Skills

Please detail below your skills and experience in volunteer positions and indicate why you wish to be involved as a CB Subject Matter Expert / Item Writer. (Please keep explanation to 200 – 225 words.)

Email completed form to NEBB Director of Certification, Cynthia Hereth at cindi@nebb.org