

## Frequently Asked Questions

Thank you for your interest in serving on the Climbing Wall Association's Climbing Wall Instructor Certification Standards Committee. CWA's standard setting activities are governed by a policy document entitled "*Policies and Procedures for the Development and Maintenance of Climbing Wall Association Standards*" which was created on June 24, 2005 and approved by the Board of Directors on August 26<sup>th</sup>, 2005. The committee, its scope, structure and function are described in a charter approved by the Board of Directors. The committee is an integral part of the CWA and is accountable to the Board of Directors, and officers of the corporation. The following is a less formal summary of information that is intended to answer frequently asked questions.

### **1. How many people serve on the committee?**

Up to ten people may serve on the committee.

### **2. Who appoints members of the committee?**

The initial committee will be established by the Board of Directors; thereafter the committee will select and appoint new members.

### **3. How long are the terms of each appointment?**

Each term is three years. Terms may be staggered.

### **4. What are the eligibility requirements of committee positions?**

Any person can serve on the standards committee. However, a majority of positions are reserved for persons with pertinent expertise and there are requirements for balance and fair representation of various constituencies.

### **5. What are committee members' responsibilities?**

The committee is responsible for developing, maintaining, or sun-setting standards for the certification of climbing wall instructors. Committee members are also responsible for promoting the organization, participating in events, attending meetings, and actively contributing to the work of the committee on an ongoing basis.

### **6. How many committee meetings are held each year, and where are they held?**

A face-to-face meeting of the committee must be held at least once every three years. Otherwise meetings are held on an as-needed basis and may be by teleconference. Meetings may be held in different areas of the country depending upon the needs, interests, and resources of the organization.

### **7. How long are the meetings and what other time obligations are there?**

Face-to-face meetings are typically one to two days in length; teleconference meetings are typically no longer than one to two hours. A committee member can expect to spend two to three hours per week on CWA business when the committee is active.

### **8. What about expenses for committee members?**

All reasonable, budgeted, and pre-approved travel, room, and board expenses connected with committee meetings or official CWA business may be reimbursed by CWA. Members are not paid for their services.

### **9. Are there any prohibitions regarding applications or appointments?**

No, however no person shall be appointed or continue to serve as a committee member that cannot fulfill the duties and responsibilities of a committee member. The Board or the committee may remove

members for cause, including inactivity. Any committee member with a conflict of interest, or potential conflict of interest, is obligated to disclose such conflict and abstain from voting on or deliberating in any action related to the conflict. In certain cases where conflicts cannot be resolved to the satisfaction of the CWA the appointee, applicant or member may be removed.

***10. How do I apply for a position on the committee?***

You may fill out an application and submit it at any time. Notices of vacancies will be announced to our membership, posted on our website, forwarded to prospective candidates, and announced in other media. Applications are due at least thirty day prior to consideration by the committee.

***11. Where can I get more information?***

Please feel free to contact Bill Zimmermann or Heather Reynolds at the CWA office 720-838-8284.