

## CWA Industry Practices Committee Charter

**Name:** Industry Practices Committee

**Scope:** The development and maintenance of guidelines, recommendations, and practices concerning the management and operation of manufactured climbing walls; equipment used on manufactured climbing walls; and training of persons using artificial climbing walls. Climbing walls covered by this scope consist of non-portable, manual belay systems and automatic belay systems.

### **Duties and Responsibilities:**

1. To develop, maintain, or sunset guidelines, recommendations, or practices for the management and operation of manufactured climbing walls;
2. To maintain the CWA Industry Practices: A Sourcebook for the Operation of Manufactured Climbing Walls or succeeding document;
3. To interface with non-CWA practice or standards development bodies on activities which may have an impact upon the management and operation of manufactured climbing walls;
4. To promote cooperation among and between other practice or standards development bodies and CWA committees in areas of common interest;
5. To promote the interoperability of practices and standards relating to manufactured climbing walls;
6. To review and comment on practices, standards, statutes, and regulations which may have an impact upon the operation of manufactured climbing walls;
7. To evaluate existing guidelines, recommendations, practices and standards for the management and operation of climbing walls;
8. To review and recommend the need for new guidelines, recommendations, or practices for the operation of manufactured climbing walls;
9. To identify individuals qualified to become committee members or advisors to the committee, to recruit candidates to stand for election to the committee.
10. To remove any member of a committee that should be removed from the committee for cause or for a lack of participation.
11. To solicit active participation and comment from key industry participants;
12. To seek acceptance of CWA practices by the public;
13. Conduct special interest projects relating to the management and operation of manufactured climbing walls.

**Organization:** The committee is a constituent part of the CWA and reports to the CWA CEO and is accountable to Board of Directors and its officers. The committee must operate in accordance with the articles of incorporation, bylaws, *Policies and Procedures for the Development and Maintenance of Climbing Wall Association Standards*, and other corporate policies. In no case may the committee engage in activities which affect

or jeopardize the organization's 501 (c)(06) status. The committee may, at its discretion, delegate all or a portion of its duties and responsibilities to a subcommittee.

**Membership:** Membership on the committee shall be open to any person, subject to approval by the committee. The committee shall consist of between three and nine members. A majority of committee members shall be selected based on their expertise. Members will be drawn from a broad base of stakeholders. Membership of the committee shall to the greatest extent possible provide a fair and balanced representation of member companies, industry sectors, and the public.

**Appointment, Election, and Terms:** Candidates may either be nominated by a committee member or may self-nominate. All candidates must submit a complete application. Candidates shall be elected by a simple majority of committee members. Committee members shall serve a three year term. Initial appointments to establish the committee may be subject to staggered terms.

**Officers:** The committee shall elect a chair and vice chair annually. The CWA shall appoint a secretary to the committee, which may be a staff member. Officers will perform the duties customary to their offices.

**Meetings:** The committee shall meet face-to-face at least once every five years. Meetings may be via means that allow participants to communicate with one another.

**Administrative and Financial Support:** The CWA will provide administrative support to the committee. The committee must seek the approval of the board of directors or management prior to approving terms or fees of counsel, experts, or consultants. In no case will the committee operate outside of approved budgets.

**Reporting Requirements:** The committee must prepare and submit an agenda and meeting minutes for all meetings. The committee must submit copies of all reports and records to the CWA for safekeeping.

The committee chair will report on the committee's activities to the Board of Directors annually. The report must contain an annual performance evaluation of the committee. The evaluation shall compare the performance of the committee with the requirements of this charter. The performance evaluation shall also include a review of the adequacy of this charter and shall recommend to the Board any revisions the committee deems necessary or desirable. The performance evaluation shall be conducted in such manner as the committee deems appropriate.

**Amendment to Charter:** Proposed amendments to the charter must be submitted to the committee and/or the board of directors in writing thirty days in advance. The charter may be amended by a two thirds vote of the Board of Directors.

**Termination Date:** The committee has no termination date.

**Approval:** Approved, 1 November 2005

**Revised:** 30 May 2014