

## Research Advisory Committee Charter

**Scope:** The role of the CWA's Research Advisory Committee (RAC) is to act as an advisory body for the CWA's industry research projects, aligning the CWA's industry research projects with the needs of the industry. The committee will provide advice and input on key project milestones. The committee will promote awareness of and support for the CWA's industry research projects among the indoor climbing industry. The committee will not have responsibility for the day-to-day administration, management, finances, execution, or operation of these projects.

### **Duties and Responsibilities:**

1. Attend and participate fully in periodic committee meetings;
2. Complete tasks assigned by officers or committee in a timely manner;
3. Offer expertise, advice, or experience in one or more of the following areas (non-exhaustive list):
  - Needs assessment – Develop an understanding of the CWA membership and their industry data needs. Provide recommendations to prioritize research projects.
  - Project strategy – Review research project plans and offer recommendations to ensure highest possible level of industry participation.
  - Survey development – Provide input on any survey tools developed to collect information and assist with content, wording, clarity, and relevancy of questions.
  - Grassroots outreach – Promote participation in CWA research projects among peers and professional organizations.
  - Publication review/quality assurance – Review any publications or reports resulting from CWA research projects to ensure highest possible level of quality and clarity.
4. Review feedback from key stakeholders in each project, and develop appropriate recommendations for future projects.

**Organization:** The committee is a constituent part of the CWA and reports to the Marketing & Communications Manager of the CWA. The committee must operate in accordance with this charter and all policies and procedures of the Climbing Wall Association. In no case may the committee engage in activities which affect or jeopardize the CWA's tax-exempt status.

**Membership:** Membership of the initial committee will be approved by the CWA Board of Directors. Subsequent membership on the committee shall be open to any person, subject to approval by the committee. The committee shall consist of a maximum of ten members. A majority of committee members shall be selected based on their expertise in the industry or in industry research. 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 CWA members and industry sectors.

**Appointment, Election, Terms, and Removal:** 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 or the majority of a quorum. Committee members shall serve a two-year term, which may be renewed at the discretion of the Marketing & Communications Manager. The officers of the committee or CEO of the CWA may remove a member for any reason.

**Officers:** The Secretary of the committee shall be the CWA Marketing & Communications Manager. The Secretary is responsible for scheduling committee meetings and maintaining the documentation and communication of the activities of the committee. The committee shall elect a Chair annually. Charged with providing leadership and direction to the committee, the Chair is responsible for ensuring that the committee fulfills its responsibilities.

**Meetings:** Meetings may be conducted via any means that allow participants to communicate with one another simultaneously. Meetings will be held monthly. The first meeting will be set by the committee Secretary upon approval of the committee charter and selection of committee members.

**Administrative and Financial Support:** The CWA will provide administrative support to the committee. The committee must seek the approval of the CEO prior to approving terms or fees of counsel, experts, or consultants. In no case will the committee operate outside of approved annual budgets established for the program in advance.

**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 and archiving. All program reports and records are subject to review at any time by the CEO and Board of Directors.

The Marketing & Communications Manager will report on the committee's activities to the CEO and Board of Directors annually. The report must contain an annual performance evaluation of the committee. The evaluation shall compare the performance of the committee against the requirements of this charter and any evaluations of related publications and reports. The performance evaluation shall also include a review of the adequacy of this charter and shall recommend any revisions the committee deems necessary or desirable. The performance evaluation shall be conducted in such manner as the committee and/or the Marketing & Communications Manager deems appropriate and necessary.

**Amendment to Charter:** Proposed amendments to the charter must be submitted to the committee, the Marketing & Communications Manager, and the Board of Directors of the CWA in writing thirty days in advance. The charter may be amended by two thirds vote of the CWA Board of Directors.

**Termination Date:** The committee charter is subject to renewal three years from the date of approval. If not renewed prior to this date the charter will automatically renew for a three-year term. The CWA Board of Directors may dissolve the committee at any time by providing 30 days written notice.

**Approval:** 11/1/18

**Revised:**