

**Climbing Wall Association**  
**Work-at-Height Certification Standards Committee Charter**

**Name:** CWA Work-at-Height Certification Standards Committee

**Scope:** This committee is an advisory committee. The advisory committee will provide advice and support in the oversight of a certification program for climbing gym and climbing wall workers, but will not have responsibility for the day-to-day administration, management, finances, or operation of the program. The committee will be responsible for the design, development, and maintenance of certification standards and curricula for climbing gym workers and instructor trainers (providers). The committee will promote awareness of and public support for the certification of climbing wall workers in North America.

**Duties and Responsibilities:**

1. To organize and conduct periodic committee meetings to support the program;
2. To develop, maintain, or retire certification standards for climbing wall workers and instructor trainers (providers);
3. To maintain a certification standards document or documents consistent with existing CWA standards documents and the current edition of the CWA *Industry Practices: A Sourcebook for the Operation of Manufactured Climbing Walls* or succeeding document;
4. To promote cooperation among and between other standards development bodies in areas of common interest (.e.g. AMGA, UIAA, CEN, ANSI, ASSE);
5. To interface with outside standards development bodies on activities, research, or standards development which may have an impact upon certification of climbing wall workers, but that do not represent a conflict of interest with the CWA program;
6. To promote the interoperability and internationalization of certification standards for climbing wall workers to the extent practical;
7. To review and comment on standards, statutes, and regulations which may have an impact upon certification of climbing wall workers;
8. To understand and evaluate existing guidelines, recommendations, and standards of practice that may be relevant to the certification of climbing wall workers;
9. To review and recommend the need for new guidelines, recommendations, or standards for the certification of climbing wall workers;
10. To identify individuals qualified to become committee members or advisors to the committee, to recruit candidates to stand for election to the committee;
11. To remove any member of a committee that should be removed from the committee for cause, ethical breach, conflict of interest, or for a lack of participation;

12. To identify any and all individuals qualified to become providers of the certification program and to actively recruit candidates to stand for qualification to become providers;
13. To develop and oversee a fair, impartial, and transparent appeals process related to certification decisions which are contested;
14. To remove any certification program provider or certified worker that should be removed from the roster for cause, ethical breach, conflict of interest, or for a lack of participation;
15. To solicit active participation, positive engagement, and substantive comment from key industry participants, stakeholders, and the public regarding certification standards for climbing wall workers;
16. To seek acceptance of CWA certification standards by the public;
17. Conduct special interest research projects relating to the certification of climbing wall workers.

**Organization:** The committee is a constituent part of the CWA and reports to the Chief Executive Officer of the CWA. The committee must operate in accordance with this charter, *Policies and Procedures for the Development and Maintenance of Climbing Wall Association Standards*, and any policies and procedures developed specifically for the program. In no case may the committee engage in activities which affect or jeopardize the CWA's tax-exempt status. The committee may, at its discretion, delegate a portion of its duties and responsibilities to a subcommittee.

**Membership:** Membership of the initial committee will be appointed by the CWA board of directors. Subsequent membership on the committee shall be open to any person, subject to approval by the committee and ratification by the board. The committee shall consist of a maximum of ten 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 CWA members, 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 or the majority of a quorum. Committee members shall serve a three year term. Initial appointments to establish the committee may be subject to staggered terms at the discretion of the CEO.

**Officers:** The committee shall elect a chair and vice chair annually. The CWA shall reserve the right to 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 three years. Meetings may be conducted via any means that allow participants to communicate with one another simultaneously.

**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 and provide copies to the CEO promptly. The committee must submit copies of all reports and records to the CWA for safekeeping. All program reports and records are subject to review at any time by the CEO.

The committee chair will report on the committee's activities to the CEO 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, the *Policies and Procedures for the Development and Maintenance of Climbing Wall Association Standards*, any policy documents developed specifically for the program and current certification standards. 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 CEO deems appropriate and necessary.

**Amendment to Charter:** Proposed amendments to the charter must be submitted to the committee, the CEO and the Board of Directors of the CWA in writing thirty days in advance. The charter may be amended by a 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 subsequent three year terms.

**Approval:** 5/11/2016

**Revised:**