



REVISED 1/28/2019

Definitions: Revised 1/28/19

**Committee:** A group of people who serve the association for a specific function as mandated by the Board of Directors.

*Terms of Reference:* Determined by Board of Directors.

*Membership:* Outlined in Terms of Reference. Individual Members are appointed by the committee. Committee roster to be recorded and made public.

*Leadership:* Chair – appointed by Board of Directors, Vice-chair and Secretary, voted on by committee members.

*Committee Duration:* On-going.

*Term limits for members:* As outlined in Terms of Reference. Annual election of leadership.

*Reporting:* Provide reports to the Board of Directors as instructed.

**Current Committees:** (Board; Insurance & Risk Management; Finance; Nomination & Leadership; International; Ethics). Reporting to the BOD: Standard Development, Accreditation & Certification.

**Work Group:** A group of people who assist ACCT staff or committees in carrying out the business of the association for a specific function.

*Terms of Reference:* Determined by staff person.

*Membership:* Appointed by staff.

*Leadership:* ACCT Staff.

*Work Group Duration:* As needed.

*Term Limits:* None.

*Reporting:* Through staff reports as needed.

**Current Work Groups:** ACCT University, Research, Conference, Government Relations, Membership, PR/Marketing.

**Panel:** Ensure compliance with policies, procedures, and other requirements for accreditation and certification programs. Some panels recommend candidates for accreditation and certification to the Accreditation and Certification Committee. Panels recommend changes to policies and procedures to the Accreditation and Certification Committee.

*Terms of Reference:* Determined by Accreditation & Certification Committee. Approved by the Board of Directors.

*Membership:* Elected by the Accreditation & Certification Committee. Panel roster to be recorded and made public.

*Leadership:* Chair approved by Accreditation & Certification Committee, Vice Chair and Secretary, voted on by panel members.

*Panel Duration:* Ongoing.

*Term Limits:* None.

*Reporting:* Through the Accreditation & Certification Committee and Standard Development Committee.

**Current Panels:** Vendor Accreditation; Operation Accreditation; Inspector Certification; Operations & Training Standards Writing Group; Design, Performance & Inspection Standards Writing Group.

**Task Force:** A group of people organized to achieve a specific work product as determined by the BOD or a sponsoring Committee.

*Terms of Reference:* Determined by BOD or sponsoring Committee.

*Membership:* As outlined in Terms of Reference.

*Leadership:* Chair appointed by BOD or sponsoring Committee.

*Task Force Duration:* Based on Terms of Reference or completion of task.

*Term Limits:* None.

*Reporting:* Final Report provided to BOD or sponsoring committee.

**Current Task Force:** Practitioner Certification.

**Affinity Group:** A group of members linked by a common interest or purpose.

*Terms of Reference:* Developed by the group. Approved by the BOD.

*Membership:* Self-selected.

*Leadership:* Chair, Vice-chair, Secretary, elected from within the group.

*Affinity Group Duration:* Indefinite.

*Term Limits:* None. Leadership to be elected annually.

*Reporting:* None required.

**Current Affinity Groups:** International Relations, Educational Use, Universal Access, Canopy Zip Tour.