

Name: ACCT Awards Work Group

Work Group Type: Advisory to ACCT Staff

Purpose/Scope: The purpose of the ACCT Awards Work Group (the "Work Group") is to assist ACCT Staff by developing and overseeing a meaningful awards program for the challenge course industry. The Work Group will be responsible for maintaining the program. Awards should promote the work of ACCT and recognize the contributions of persons or organizations that support and advance the challenge course industry generally. The aim of the awards program, as a community development initiative, is to enhance the visibility, participation, and engagement of the challenge course community while also elevating the reputation and standing of both ACCT and the challenge course industry.

Duties and Responsibilities:

1. Maintain the awards conferred by the Association for Challenge Course Technology.
2. Maintain written descriptions of each award, award criteria, application and/or nomination processes and written voting procedures to promote the selection of the most deserving persons, products, or services.
3. Ensure that awards and award categories are appropriate in number in order to maintain the value and integrity of awards conferred.
4. Ensure that awards are relevant to changes and developments in the industry, and recognize genuine merit in service, innovation, technology, creativity, and originality.
5. Oversee the operation of awards sub-Work Groups, if any, to ensure the timely and proper functioning of each awards' nomination and selection process.
6. Implement a high-quality, well-attended award presentation that provides a social and networking forum for industry representatives and celebrates and enhances the visibility of the industry and its accomplishments.
7. Increase the number and type of companies participating in the submission process for products, services, and persons to be considered for awards.
8. Oversee the awards, awards criteria and awards selection process for each award category and ensure awards are conferred fairly and appropriately.
9. Meet defined financial objectives for sponsorship, revenue, and expense.
10. Undertake periodic reviews of the ACCT Awards Program and submit recommendations to the ACCT Staff.

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11. Involve experts, knowledgeable individuals, and manufacturer's representatives in the development of awards and nomination and selection criteria, as needed, to assure objectivity and integrity.
12. Encourage the nomination of candidates from across the challenge course industry.
13. Encourage, if appropriate, activities that will engage consumers in the nominations or recognition process.
14. Pursue promotional opportunities that will provide recognition for nominees and winners.
15. Assist ACCT Staff in organizing and hosting the presentation ceremony.

Organization: The ACCT Awards Work group is a constituent part of ACCT and reports to the Executive Director. The Executive Director will work with the relevant ACCT staff to identify suitable tasks that may pertain to specific departments. The work group must operate in accordance with this TOR and Board-approved policies of ACCT. In no case shall the Work Group engage in activities that affect or jeopardize ACCT's tax-exempt status.

Membership: The initial Work Group Chairperson and Work Group members shall be appointed by the Executive Director. The Work Group shall consist of a maximum of five members. Members shall be drawn from a broad base of stakeholders. Membership of the Work Group shall to the greatest extent possible provide a fair and balanced representation of ACCT members and industry sectors. Consideration shall be given to balancing the need for program consistency, continuity of service on the Work Group and, if necessary, reasonable limits on the length of service by a member.

Appointment, Election, and Terms: Work Group candidates may be nominated by ACCT Staff, by a Work Group member, or may self-nominate. All candidates must submit a volunteer application. Candidates shall be elected by a simple majority of Work Group members. Work Group members shall serve a five-year term. Initial appointments to establish the Work Group may be subject to staggered terms at the discretion of the Executive Director.

Officers: The ACCT Executive Director shall reserve the right to nominate the Chair, and appoint the Secretary to the Work Group. Officers will perform the duties customary to their offices.

Meetings: The Work Group shall determine the appropriate frequency and times to meet in order to facilitate the presentation of awards. It is important for the group to consider the tasks and timelines when scheduling meeting schedules. The Work Group shall meet at minimum once every quarter. Meetings may be conducted via any means that allow participants to communicate with one another simultaneously.

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ACCT Awards Work Group

Association for Challenge Course Technology
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Administrative and Financial Support: The ACCT staff will provide administrative support to the Work Group. The Work Group shall provide an annual estimate of operating costs in dollars and staff time no later than March 15th each year. The Work Group must seek the approval of the Executive Director prior to approving terms or fees of consultants, experts, or counsel. In no case shall the Work Group operate outside of approved annual budgets established for the program in advance. The Work Group has no budgetary authority.

Reporting Requirements: The Work Group must prepare and submit an agenda and meeting minutes for all meetings and inform the Executive Director of ACCT promptly. The Work Group must submit all reports and records to ACCT for safekeeping. All program reports and records are subject to review at any time by the Executive Director of ACCT. The Work Group chair shall report on the Work Group's activities to the Executive Director annually.

Termination Date: The Work Group TOR is subject to renewal three years from the date of approval, if not renewed prior to this date the TOR will automatically renew for subsequent three-year terms.

Amendment to TOR: Proposed amendments to the TOR must be submitted to the Work Group, the Executive Director, in writing thirty days in advance of consideration. The TOR may be amended by ACCT Staff.

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