

Purpose:

The purpose of the Academy Development Work Group is to collect information and develop educational materials in order to support professional development opportunities for ACCT members and the industry. This Work Group will use information gathered by various methods to educate and enhance the knowledge and understanding of standards, trends, practices and more, within the industry.

Terms of Reference:

1. Recruit volunteers to populate the Academy Development Work Group.
2. Collaborate with ACCT Staff and other ACCT volunteer groups to create and develop content as well as strategies for workshops, webinars, and other educational initiatives.
3. Review submissions for ACCT Academy and ensure content is in alignment with ACCT branding.
4. Develop a proposal and assessment process for forthcoming educational opportunities.
5. Formulate protocols and procedures to optimize the efficiency of content approval by ACCT staff, ensuring prompt publication once approved.
6. Provide assistance to staff members in organizing and uploading content.
7. Develop a timeline and road map for future tasks using available resources and stay in compliance with [ACCT's Tech Use Policy](#).

Leadership:

- Chair - To be appointed by ACCT Staff Liaison(s)
- Vice-Chair and Secretary to be elected by members of the Work Group.
- Other officers as needed and voted upon by Work Group membership.

Membership:

- The Executive Director will serve as the ACCT staff liaison for this group. The Executive Director will work with ACCT staff to appropriately align tasks with the work that overlaps within their area of expertise.
 - For example conference-related matters should go through the events team, program-related matters should go through the Program Manager, and any technical assistance will be provided by the ACCT Office Manager.
- 7-9 members to be appointed by the Academy Development Work Group Leadership (Chair and Vice-Chair)
- 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.
- Membership is inclusive and welcomes individuals from diverse backgrounds and experiences. We consider diversity in focus and organizational affiliation. Our goal is to have representation from a broad spectrum of areas and skill sets, encompassing but not limited to:
 - Collegiate / University
 - Facilitated Use
 - Aerial Adventure
 - Technical / Inspector Certification (ICE)
 - Operations Management
 - Regulatory Affairs
 - **Additional beneficial skill sets and experiences include:**
 - LMS (Learning Management System) administration
 - Online curriculum and course development
 - Marketing and social media content creation
 - Digital and print media
 - Video creation and/or video editing

Task Forces:

The work group has the authority to propose task forces to the ACCT Staff for consideration and approval to assist with content creation. A designated work group member will serve as the

liaison within the task force. The finalized content developed by the task force will be presented to the work group through the liaison for approval.

Term Limit

ACCT Academy Development Work Group members serve at the pleasure of the ACCT staff for a term not to exceed 5 consecutive years. If a member wishes to serve a second term, they must take a break for at least one calendar year before reapplying. However, the term limit requirement may be waived if the Work Group members vote in favor of it with staff approval. The leadership roles within the Work Group will be reviewed by ACCT Staff on an annual basis following the ACCT Annual International ACCT Conference & Expo.

Accountability

- The Academy Development Work Group is accountable to ACCT Staff.
- The Chair is to submit a report to ACCT staff quarterly.
- An annual roster of the Work Group membership and leadership is to be submitted to the ACCT Staff liaison annually.
- Attendance to the majority of meetings and completion of work as assigned is a requirement to maintain a position on the Work Group.
 - Volunteers must attend and participate in a minimum of 75% (9) of the 12 Academy Development Work Group calls held throughout the duration of the year.
- Attendance to ACCT annual International conference is not mandatory but encouraged.

Indemnification:

Volunteers are indemnified by the Association against claims arising from the content and/or any volunteer-related activities to the extent permitted by the law, however in no circumstances shall volunteers be indemnified for activities that are fraudulent, grossly negligent, or beyond the volunteers' authority under this terms of reference or otherwise.