



## Definitions: Revised 03/18/22

**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; Leadership & Nomination; International; Compliance. Reporting to the BOD: Technical Information, Research, and Education, Accreditation & Certification

**Staff Work Group:** A group of people who assist ACCT staff in carrying out the business of the association for a specific function. Work is directed by staff.

*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 Academy, Conference, Government Relations, Membership, PR/Marketing, IT

**Panel:** A group of people organized to achieve a specific work product as determined by a sponsoring Committee.

*Terms of Reference:* Determined by Sponsoring Committee. Approved by the Board of Directors.

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

*Leadership:* Chair approved by Sponsoring Committee, Vice-Chair and Secretary, voted on by panel members.

*Panel Duration:* Ongoing.

*Term Limits:* None.

*Reporting:* Through the Accreditation & Certification Committee and Technical Information, Research, and Education Committee.

*Current Panels:* ACC: Vendor Accreditation; Operation Accreditation; Inspector Certification. TIRE: Member Education

**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 / Work Group.

*Membership:* As outlined in Terms of Reference.

*Leadership:* Chair appointed by BOD or sponsoring Committee / Work Group.

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

*Term Limits:* None.

*Reporting:* Final Report provided to BOD or sponsoring Committee / Work Group.

*Current Task Forces:* QCP Revision, Universal Portfolio, Vendor Accreditation Program Design, Vendor Accreditation Reviewer Training

**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:* Accredited Operations, International Relations, Facilitated Use, Universal Design, Accessibility, & Inclusion, Canopy Zip, Women of ACCT