

american **CAMP** association™

Operating Code

RESEARCH ADVISORY COMMITTEE

I. ESTABLISHMENT

- A. The Research Advisory Committee is an operations committee and reports directly, through its staff, to the Chief Executive Officer of ACA.
- B. The committee was first appointed by the CEO in the spring of 2005.
- C. This is a perpetual operations committee which will continue until such time as the CEO disbands it

II. PURPOSE

- A. The purpose of the Research Advisory Committee is to advise and support the research function of the Association as it serves to develop and enhance knowledge generation and dissemination within ACA. To that end, the research function will seek to serve the research needs for:
 - 1. Camps/the industry – providing them with research efforts to help camps be successful in their work
 - 2. The Association – providing ACA with research to enable it to discover and respond to the needs of members and
 - 3. The Youth Development arena – providing input from the camp setting to better understand how to meet the needs of youth as they prepare for adulthood.
- B. The Goals of the committee will be determined annually as the Association seeks to be the hub for gathering, synthesizing, and disseminating information about camps, for camps, and for the broader field of youth development. In general, the Committee will:
 - 1. Advise staff
 - 2. Assist in developing research priorities for ACA
 - 3. Assume responsibility for projects within the department such as helping to structure the web site, analyze data, evaluate proposals, write articles, and the like
 - 4. Assist with research as appropriate

III. ORGANIZATION

- A. The committee shall consist of 5-7 members, all of whom shall be members of ACA. They will be appointed to three year terms by the CEO in consultation with the Research staff of ACA. Terms will be staggered so that at least two members complete their term each year after December 2006.
- B. Research staff and the CEO are ex-officio, without vote, on this committee.
- C. The chair will be chosen by the members of the committee to serve a two year term. The first two-year term will begin in January of 2006.

- D. Staff and the committee will work together to jointly determine priorities and work plans for the coming year.
- E. The committee will report annually to the CEO at the end of its fall meeting, and in time for the CEO's review prior to the ACA fall National Board meeting.

IV. OPERATING PRINCIPLES

A. Conflict of Interest: The Committee/Task Force commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Committee/Task Force members. Accordingly:

- 1. Members must represent unconflicted loyalty to the interests of the Association. This responsibility supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards, Committees or staffs. It also supersedes the personal interest of any member acting as a consumer of the Association's services.
- 2. Members must avoid conflict of interest with respect to their Commission responsibility.
 - i. When the Commission is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote but also from the deliberation.
 - ii. Commission members must not use their positions to obtain employment for themselves, family members, or close associates.
 - iii. Should a member desire employment, he or she must first resign.
- 3. Commission members may not attempt to exercise individual authority over the Association except as explicitly set forth in Board policies. Commission Members' interactions with public, press, or other entities must recognize the same limitation and the inability of any Commission member to speak for the Commission except to repeat explicitly stated Commission decisions.
- 4. Commission Members will respect the confidentiality appropriate to issues of a sensitive nature.

B. Authority:

- 1. Committees/task forces may not speak or act for the Association except when formally given such authority for specific and time-limited purposes.
- 2. Committee business shall be conducted only at officially called meetings of committees.
- 3. When a committee or task force is established, a written charge shall be made which identifies the committee's work product and the specific decision-making authority given.
- 4. Except as defined in written Committee Charge, no committee has authority to commit the funds or resources of the Association.

V. MEETINGS

- A. The Committee will meet twice a year (fall and spring) until such time as it determines another meeting pattern would be more effective and financially viable.
- B. ACA committee meetings will not be scheduled in conflict with major religious observations including but not limited to: Good Friday, Passover*, Easter, Rosh Hashanah (two days)* Yom Kippur*, Christmas* *observance begins evening before
- C. The committee is advisory in nature, and its recommendations will be presented, through its staff, to the CEO for consideration in the strategic planning and budgeting processes. The committee is bound to live within the budget established and approved for it through the regular ACA budget process.
- D. Staff will be responsible for recording and maintaining minutes of committee meetings, distributing them to members within one week of the meeting, and maintaining a permanent record of committee actions and terms of office.
- E. Budget request process
- F. Annual performance report
- G. Revision of the Code

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