

american **CAMP** association™
Operating Code
RESEARCH AND EVALUATION ADVISORY COMMITTEE

I. ESTABLISHMENT

- A. The Research and Evaluation Advisory Committee (also formerly known as the Committee for the Advancement of Research and Evaluation), is an ACA operational 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 perpetual operations committee will continue until such time as the CEO disbands it.

II. PURPOSE

- A. The purpose of the Research and Evaluation Advisory Committee (REAC) is to advise and support the research and evaluation functions of the Association as it serves to develop and enhance knowledge generation, application, and dissemination. To that end, the research and evaluation functions will seek to serve the research needs for:
 - 1. Camps/the industry – providing them with research and evaluation efforts that may 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/camps and
 - 3. The Youth Development arena – providing input from the camp experience/setting to better understand how to meet the needs of youth and emerging adults as they prepare for adulthood and the work force.
- 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 research team staff
 - 2. Assist in developing the research/evaluation strategic plan and priorities for ACA
 - 3. Assume advisory responsibility for varied aspects of projects (such as data analysis and interpretation, methods considerations, credibility, etc.)
 - 4. Assist with research/evaluation projects as appropriate (proposal evaluation, dissemination efforts, etc.)

III. ORGANIZATION

- A. The Committee shall consist of 5-7 members, all of whom shall be members of ACA. They will be appointed after the annual national conference to three-year terms by the CEO upon the recommendations of the Research team of ACA. Terms will be staggered. The National Board member that carries the Research portfolio may serve as a non-voting ex-officio member of the committee. Additionally, other non-

ACA organizational representatives may be invited by the Research team to attend REAC meetings as ex-officio, non-voting members.

- B. Term limits: Members may serve a maximum of two consecutive full three-year terms. After the second term, a person must be off the committee for at least one year before being considered for re-appointment. Terms begin at the spring meeting of the Committee.
- C. Candidates for positions on the Committee shall be developed through referrals from field office/affiliate staff, administrative staff, REAC members, and/or by seeking applicants for positions through vehicles such as *ACA NOW*, ACA's web site, ACA social media outlets, or *Camping Magazine*. Applicants will be considered by REAC members and the Research team staff, and recommendations for service will be forwarded to the CEO.
- D. While the Committee is not designed to be representative in nature, efforts will be made to balance the Committee with skilled individuals of diverse backgrounds that include but not limited to age, gender, area of expertise, geographic region, ethnicity, or research experience.
- E. Research staff are ex-officio, without vote, on this Committee.
- F. The chair will be chosen by the members of the Committee to serve up to one three-year term as REAC Chair.
- G. Staff and the Committee will work together to jointly determine priorities and work plans for the coming year.
- H. The Committee will report annually to the CEO after the spring meeting and in time for the CEO's annual review by the ACA National Board.
- I. When deemed appropriate for a particular project/grant, additional non-committee volunteers may be recruited to serve in varied capacities and skill sets.

IV. OPERATING PRINCIPLES

A. Conflict of Interest: The Committee commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Committee 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 Committee responsibility.
 - i. When the Committee is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall absent herself/himself/themselves without comment from not only the vote but also from the deliberation.
 - ii. Committee members must not use their positions to obtain employment/gains for themselves, family members, or close associates.

iii. Should a member become a staff member of ACA, he or she shall immediately resign from the Committee by submitting a written notification to the Chair.

3. Committee members may not attempt to exercise individual authority over the Association except as explicitly set forth in Board policies. Committee Members' interactions with public, press, or other entities must recognize the same limitation and the inability of any Committee member to speak for the Committee except to repeat explicitly stated Committee decisions.

4. Committee members will respect the confidentiality appropriate to issues of a sensitive nature.

5. Each REAC member will sign a conflict-of-interest statement annually.

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 that 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 at least once a year (spring) in person until such time as it determines another meeting pattern would be more effective and financially viable. Other meetings will happen by virtual conferencing options in the Fall (4 hrs over two days), in December, at the National Conference (i.e., dinner meeting), for the Scanlin and Research awards (if needed) and other times as deemed necessary by staff or Committee members.
- 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 (or other designated leadership) 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 in a timely fashion, and maintaining a permanent record of Committee actions and terms of office.
- E. Budget requests by the Committee shall be submitted to the Research Staff Team for consideration in ACA's regular budget process. Such requests will only become a

part of the budget through the normal budget approval process developed by the CEO and CFO.

- F. REAC will annually assess its accomplishments as part of its Spring meeting. Recommendations for improved processes and effectiveness will be identified by the Committee and implemented through its' annual work plan.
- G. This Operating Code shall be reviewed by the Committee and Research team staff, at a minimum, every two years. Changes may be recommended at any time and require the majority of Committee members voting in favor and the ultimate approval of the CEO.
- H. Examples of REAC Committee Activities may include but not limited to:
 - Scanlin Student Research Award Oversight
 - Camp Research/Evaluation Award Oversight
 - Research Forum Oversight
 - Individual Grant Project-based Advisory Committee(s)
 - Scholarly writing and presentations
 - Practice-oriented translation work (articles, blogs, podcasts, etc.)
 - Internal reports based on current projects
 - Advisory functions on all research/evaluation projects under the guidance of the Research team