

NATIONAL ORIENTATION MANUAL * POLICIES AND PROCEDURES

COMMITTEE TERMS OF REFERENCE

Name: **ACCI Committee**

Type of Committee: Standing Committee

Purpose/Mandate:

The Committee shall foster professionalism through the ACCI accreditation program and to market the ACCI as the preferred designation for all professional members. Current responsibilities and mandate to include:

- (a) Development of a meaningful ACCI examination for professional members
 - To develop a strategy and timeline to roll out the new ACCI program with the combined Exam format to all professional members including discussions with stakeholders, exam development and implementation, marketing, timeline, budget
 - To develop criteria on the examination standard and level of successful completion
 - Evaluate the current examination questions to ensure they meet the criteria developed
 - Based on the analysis, create a marking scheme that is fair and reasonable
- (b) To ensure that the ACCI accreditation program is current and relevant
 - To identify what provinces have updated their condominium legislation such that new legislation needs to be reflected in current ACCI examinations
 - To ensure all questions are relevant for current legislation
 - Obtain from the Government Relations Committee information on what provinces are reviewing their condominium legislation so that the committee can plan for future ACCI examination revisions
- (c) The Marketing of the ACCI Accreditation Program
 - To develop a marketing plan to promote the program to chapters, to professional members, and explore new opportunities and untapped markets
 - Explore opportunities and benefits for current ACCI members
- (d) To monitor the ACCI accreditation program
 - Review regular statistics of those taking the examinations (areas of expertise, geographical location, success rate, etc) with a view to constant improvement of the program and for development of marketing initiatives
 - Solicit feedback from examinees upon successful completion of the program

Accountability:

- Committee is responsible to the Executive Board

Membership Composition/Requirements:

- (e) Committee Chair – nominated and elected by the Executive Board
 - One-year term, renewable, and shall stand until their successor is duly appointed
 - To attend the annual Committee Chair orientation teleconference call
 - To attend regular Committee Chair meetings
 - To assist the Executive Board in recruiting additional committee members as required
 - To appoint and oversee any Subcommittee Chairs as required by the committee work
 - Provide regular committee reports for the Spring and Fall National Council meetings
 - Serves as a resource to the Executive Board and keeps the Executive duly informed of any strategic issues of a national nature
- (f) Committee shall consist of a core committee, all members holding an ACCI designation, and represent the diversity of CCI, both geographically and category of professional membership
- (g) The Executive Board shall appoint a member of the Executive to be a liaison on the committee who shall be a resource on clarification of the national strategic direction

Meetings

- (h) The committee shall meet 5-6 times annually, in person or teleconference
- (i) Keep minutes of committee meetings, to be posted on the virtual boardroom as a resource for all Council/Executive/Chapter directors

Staff

- (j) Provides support to the committee through full professional and administrative services and as such shall attend all committee meetings and shall be responsible for taking meeting minutes

(November 2015)