



ASSESSMENT AND CERTIFICATION COMMITTEE

Date of Revision: May 2020

PURPOSE

The Assessment and Certification Committee oversees and supports the CCAC Assessment and Certification program. The committee provides assistance for the development or renewal of policies and best practices for the assessment and certification of animal ethics and care programs, and reviews reports and makes recommendations on the assessment and certification of academic, government, and private organizations working with animals in science.

MANDATE

- Develop assessment and certification policies and make recommendations to the board.
- Recommend improvements to the Assessment and Certification program.
- Review reports for all organizations that are part of the Assessment and Certification program, including assessment and implementation reports, and updates provided by these organizations to the CCAC.
- Acting on behalf of the board, make recommendations to the executive director on the assessment and certification of institutions, including granting certification, assigning probationary certification, removing certification; and reinstating certification following a loss of certification or assignment of probationary certification.
- Recommend any proposed changes to the committee's terms of reference to the Governance and Nominations Committee for consideration.

MEMBERSHIP

The Assessment and Certification Committee shall be comprised of a chair and at least seven other members that reflect, to the greatest extent possible, the diversity of the animal ethics and care community and of society. Committee members shall be knowledgeable about the CCAC Assessment and Certification program, either through participation in the animal ethics and care programs at their own organizations, or through participation in the work of the Assessment and Certification program.

The committee will consist of a broad representation of expertise from the CCAC community and should include:

- two community representatives;
- two veterinarians;



- two scientists; and
- two animal care committee members from CCAC-certified institutions (either current or within the past five years).

Members are appointed to the committee by the board upon recommendation by the Assessment and Certification Committee and/or the Governance and Nominations Committee. Nominations can be received from the CCAC membership and the Assessment and Certification Committee.

Resources to establish subcommittees or taskforces with additional members may be requested from the board by the executive director in consultation with the Governance and Nominations Committee.

TERM

Members shall be appointed to serve an initial term of three years. Appointees are eligible for reappointment by the board but may not serve more than six consecutive years, except in the case of extenuating circumstances. Such situations would need to be appointed by the board, upon recommendation of the Governance and Nominations Committee.

The chair will be selected by a majority vote of the Assessment and Certification Committee. The committee's board liaison will direct the voting procedure. The term of the chair will be one year and may be reappointed for a maximum of three consecutive years. An exception may be made due to extenuating circumstances. Such situations would need to be appointed by the board, upon recommendation of the Governance and Nominations Committee.

In order to maintain continuity, appointments will be staggered so that a third of the members are considered for replacement or reappointment each year.

STAFF/NON-VOTING MEMBERS

The director of assessment and certification and Secretariat staff will provide support and information to the Assessment and Certification Committee. The committee's board liaison will attend all meetings, and the executive director will attend meetings on an ad hoc basis.

MEETINGS

The Assessment and Certification Committee shall meet in person at least once a year and by teleconference throughout the year at the call of the chair, in consultation with the director of assessment and certification. In the chair's absence, meetings shall be chaired by a committee member designated by the chair.



QUORUM

A quorum of the Assessment and Certification Committee is a majority of members, and should include community and veterinary representation. A quorum is required to conduct committee business.

REPORTING

Acting on behalf of the board, the Assessment and Certification Committee makes recommendations to the executive director, and reports quarterly to the board on its activities.

CONFLICT OF INTEREST AND CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

The Assessment and Certification Committee members will abide by the *CCAC Conflict of Interest Policy* and the *CCAC Confidentiality and Non-Disclosure Agreement*. These documents are to be signed on an annual basis.

BUDGET

A budget for one in-person meeting and up to five teleconferences will be provided. Additional funds can be requested should the need for an additional in-person meeting or teleconference arise, when budget allows.