



Animal Chiropractic Task Force

Purpose

The Task Force was established to address the growing interest and need for chiropractic care in animals. The Task Force is dedicated to developing educational guidelines, promoting best practices, and supporting research efforts that advance animal chiropractic within the profession. Members of the task force collaborate with veterinarians and other healthcare professionals to ensure safe, effective, and ethical chiropractic care for animals.

Primary Responsibilities

1. The Task Force raises awareness among chiropractors who are not currently certified as Animal Chiropractors, highlighting the importance of proper training and certification for those wishing to practice animal chiropractic care.
2. The Task Force identifies and creates resources and guidance for practitioners aiming to ensure high standards and ethical practices.
3. The Task Force strives to enhance animal well-being and advance the field of integrative animal chiropractic healthcare through public education and fostering interprofessional collaboration.

Composition, Term and Meetings

The Task Force will be comprised of up to fifteen (15) ACA members who are certified Animal Chiropractors.

The Task Force will meet no less than semi-annually.

Budget

The Committee shall be advisory in nature so therefore it has no budget or budget oversight authority. Expenses related to Committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

ACA Mission

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ACA Vision

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Audit Committee Charter

Purpose

The purpose of the Audit Committee is to act as an agent on behalf of the Board of Governors to provide oversight of the organization's external financial statement audit.

Primary Responsibilities

1. Review and recommend to the Board of Governors the selection of an independent external audit firm to audit the financial statements of the association and its affiliates and subsidiaries.
2. Confer with the independent auditor to satisfy the Audit Committee members that the financial affairs of the ACA are in order.
3. Review the audited financial statements prior to their release. The Audit Committee shall specifically review:
 - a. With the independent external auditor, their processes for assessment of material misstatements, identification of the notable risk areas, and their response to those risks.
 - b. With the independent auditor, the annual financial statements and related footnotes.
 - c. The independent auditor's audit of and report on the financial statements and compliance with laws and regulations.
 - d. With the independent auditor, any additions or changes in auditing or accounting principles suggested by the independent auditor or the management.
 - e. With the independent auditor, the internal control, compliance and management letters provided by the independent auditor and the response.
 - f. The independent auditor's qualitative judgment about the appropriateness, and not just the acceptability, of accounting principles, use of estimates, basis for determining the amounts of estimates, and financial disclosures.
 - g. With the independent auditor, any significant difficulties or disputes with management encountered during the course of the audit.
 - h. With management and the independent auditor, the effect of regulatory and accounting initiatives as well as accounting principles and their alternatives that have a significant effect on the financial statements.
 - i. Any transactions or dealings with parties related to the Organization that are significant in size or involve terms or other aspects that differ from those that would likely be negotiated with independent parties, or that are relevant to an understanding of the financial statements.
 - j. Any other matters related to the annual audit.

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Composition, Term and Meetings

The committee shall be composed of one member of the Board of Governors, who is elected by the Board and shall serve as Chair of the Committee. The remaining committee members are appointed by the ACA President.

Appointments are for two-year terms.

The Audit Committee shall meet as frequently as circumstances dictate, but not less than one time annually.

Budget

The Committee has no approved budget or budget oversight authority. Expenses related to Committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.



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Business Development Advisory Board Charter

Purpose

The Business Development Advisory Board reviews potential opportunities to expand ACA's endorsement program and advises as needed on whether or not a potential corporate membership, exhibitor and/or sponsor is aligned with ACA's mission and brand.

Primary Responsibilities

Review endorsement proposals, test and evaluate products and recommend endorsement approvals to the Board of Governors.

As appropriate and requested by ACA staff, review and investigate as needed potential corporate member, exhibitor and/or sponsor opportunities to ensure proper alignment with ACA's mission and brands and encourage collaboration with ACA.

Composition, Term and Meetings

The Business Development Advisory Board consists of a chair and at least 4 ACA members, but not more than 11, each appointed for terms of 2 years. The chair is appointed by the ACA President and ensures an effective composition of the advisory board members. ACA staff ensures the advisory board is apprised of and updated on all important organizational decisions affecting business development. The advisory board's work is conducted primarily through email and as required meetings are set and conducted via conference call.

Budget

The Business Development Advisory Board has no approved budget or budget oversight authority. Expenses related to advisory board activities will be funded by the ACA operational budget at the discretion of the board of governors.

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Bylaws Committee Charter

Purpose

The Committee is responsible for reviewing, assessing and recommending revisions to the ACA's bylaws to ensure they remain current, legally compliant, and align with ACA mission, goals and operational needs. The Committee may also be asked to review other rules as delegated by the Board of Governors. The Committee will work collaboratively to identify necessary updates, address governance challenges and propose amendments that enhance clarity, effectiveness and organizational integrity.

Primary Responsibilities

1. The Committee reviews suggested bylaw changes and organizational policies twice a year.
2. The Committee assesses each proposal for feasibility and alignment with ACA goals.
3. The Committee reports back to the House of Delegates on the status of each proposal including approved changes with recommendations, rejected proposals with a clear explanation.
4. The Committee provides regular updates on bylaw proposals to the House of Delegates by publishing a report summarizing amendments received, decisions made and justification for approval or rejections.
5. The Committee conducts a comprehensive review of the ACA bylaws every 4 years. The review will include input from the House of Delegates and the Board of Governors to ensure continued relevance and effectiveness.
6. Other duties as delegated by the Board of Governors.

Composition, Term and Meetings

The Committee will consist of 3 members appointed by the Board of Governors and 4 House of Delegates members elected by the House of Delegates and the President of Board of Governors as a nonvoting member. Members will serve staggered two-year terms, and no member may serve more than three consecutive terms. The ACA President will appoint the chair of the Committee.

Members shall serve until their successors are seated. Any member may be removed with or without cause by affirmative vote of the Board of Governors. If an appointed member is removed, the Board of Governors shall appoint their successor. If an elected member is removed, the House of Delegates will elect their successor.

The Committee will meet at least twice a year to review proposed bylaw changes and policy suggestions.

Budget

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The Committee shall be advisory in nature so therefore it has no budget or budget oversight authority. Expenses related to Committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.



Chiropractic Leadership Development Task Force Charter

Purpose

The Chiropractic Leadership Development Task Force is charged with creating initiatives to boost competencies in soft and hard skills, communication, professional development, and more to create a roster for future leadership opportunities. The Task Force will provide recommendations to the ACA's Board of Governors on how to support and promote ACA doctors into strategic positions within healthcare.

Primary Responsibilities

1. Identify and create education that promotes leadership development.
2. Collaborate with professional groups to establish leadership opportunities in healthcare.
3. Engage and network with aspiring leaders.
4. Gather relevant data on growing needs within the chiropractic profession regarding professional development within the universities and across profession wide stakeholders.
5. Provide a roster of potential leaders to staff and the ACA Board of Governors for leadership opportunities in healthcare.

Composition, Term and Meetings

The Chiropractic Leadership Development Task Force consists of a chairperson, appointed by the ACA President, and up to six additional members that must include a SACA advisor and FACA rep. The term for Task Force is one (1) year with the option of being extended at the discretion of the ACA President. Meetings are set as needed throughout the year and will be held virtually or by telephone.

Budget

The Task Force has no approved budget or budget oversight authority. Expenses related to Task Force activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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Credentials Committee Charter

Purpose

Review and report the qualifications of HOD members and the eligibility of all candidates prior to the distribution of ballots and before roll call.

Primary Responsibilities

- If the qualifications of an HOD member are challenged prior to the distribution of ballots, the Credentials Committee will investigate and report to the Board of Governors. If the Board of Governors finds there is reasonably credible evidence of impropriety, it may:
 - delay that election until a hearing is held in the House of Delegates, or
 - invalidate that election, disqualify a candidate, or both.
- A candidate subject to a challenge has the right of written notice of the challenge and the opportunity to request a hearing before the Credentials Committee at the next House of Delegates meeting.
- A candidate subject to a challenge and adverse report from the Credentials Committee may request a hearing before the Board of Governors to counter the report of the Credentials Committee.
- The Board of Governors decides if the HOD member is to be seated and that decision is final.

Composition, Term and Meetings

The Credentials Committee consists of a chair and up to 5 House of Delegates members. The chair is an active HOD member and is appointed by the ACA president and ensures an effective composition of the committee members. ACA staff ensures the committee receives all relevant information regarding each complaint/issue. Meetings are set as needed throughout the year. Meetings will take place by telephone/web and notice of meetings is made one week in advance.

Credentials Committee members serve a 2-year term.

Budget

The Committee has no approved budget or budget oversight authority. Expenses related to Committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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Editorial Review Advisory Board Charter

Purpose

The Editorial Review Advisory Board reads and evaluates articles of a clinical or scientific nature that are intended for publication in ACA's weekly e-newsletter, ACA Connects, or for posting on ACA's blog.

Primary Responsibilities

1. Review articles forwarded by ACA staff for clinical and/or scientific accuracy.
2. Offer recommendations to staff on whether proposed articles advance readers' understanding of relevant professional issues or help them to make better choices regarding their practices and careers.
3. Review and respond to articles within established deadlines.
4. Review advertisements on an as-needed basis.

Composition, Term and Meetings

The Advisory Board consists of a Chairperson and up to 10 ACA members. Members serve a 1- or 2-year term. Meetings are scheduled only as needed to address specific, timely issues.

Budget

The Advisory Board has no approved budget or budget oversight authority. Expenses related to the group's activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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Advisory Board on Equity, Diversity and Inclusion Charter

Purpose

ACA's Advisory Board on Equity, Diversity, and Inclusion (CEDI) aims to promote these values across the association and to the broader chiropractic community by identifying ways in which ACA can become more inclusive, improve outcomes for ACA members, better serve patients our communities, and identify inequity of which ACA leadership should be aware. ACA's diversity statement will serve as an ongoing guideline for CEDI to inform its responsibilities.

ACA's Advisory Board on Equity, Diversity, and Inclusion (CEDI) is appointed to support ACA's initiatives related to the concepts in the ACA Diversity Statement and to promote these values across the organization.

Primary Responsibilities

The committee will:

- Identify key issue areas that will help to guide ACA in developing a long-term strategy to attract and retain a more diverse member population.
- Identify activities that are closely aligned with ACA's strategic priorities.
- Identify areas in which ACA can help members acquire skills necessary to meet the needs of and reflect the diverse communities they serve.
- Collaborate with ACA leadership, committees, task forces, and advisory boards.

Composition, Term and Meetings

The advisory board is composed of a chair and no more than 11 ACA members with diverse backgrounds and who are knowledgeable in equity, diversity and inclusion issues. The chair is appointed by ACA's president and ensures an effective composition of advisory board members. ACA staff ensures the advisory board is apprised of and updated on all important organizational decisions that might affect its work. Meetings will take place virtually and are set as needed throughout the year.

Budget

The committee has no approved budget or budget oversight authority. Expenses related to committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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Ethics Committee Charter

Purpose

ACA's Ethics Committee serves as adjudicator for complaints against doctors of chiropractic who are members of the association, in accordance with ACA's Code of Ethics Administrative Procedures.

Primary Responsibilities

The primary responsibilities of the Ethics Committee, as outlined in the Administrative Procedures, are as follows:

- Investigate, with the advice and assistance of ACA staff and/or General Counsel, each inquiry regarding ethics and recommend after investigation whether the executive Board of Governors with assistance of General Counsel, should issue an advisory opinion interpreting the Code of Ethics.
- Investigate, with the advice and assistance of ACA staff and/or General Counsel each challenge regarding ethics and recommend after investigation whether the executive Board of Governors should make a determination that a member of the ACA has failed to observe a provision of the Code of Ethics and recommend an appropriate authorized sanction.
- Assess the Code of Ethics periodically and recommend any amendments to the House of Delegates.

Due to the highly sensitive nature of the information reviewed by the Ethics Committee, it is the duty of each member of the committee to maintain strict confidentiality regarding any information brought to the committee for consideration.

Composition, Term and Meetings

The Ethics Committee consists of a chair and up to seven (7) ACA members. The chair is appointed by ACA's president and ensures an effective composition of committee members. ACA staff ensures the committee has all relevant information regarding the issue/complaint/challenge. Meetings are set as needed throughout the year. Meetings take place by conference call or electronically and notice of meetings is made one week in advance, or without notice if required. Ethics Committee members serve a 3-year term and cannot serve more than three 3-year terms.

Budget

The Ethics Committee has no approved budget or budget oversight authority. Expenses related to committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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Finance Committee Charter

Purpose

The purpose of the Finance Committee is to act as an agent on behalf of the House of Delegates to develop and present budgets for approval by the Board of Governors, provide oversight of the organization's financial resources by reporting accurate and reliable information to the Board of Governors and the House of Delegates and to protect the assets of the organization from fraud, mismanagement, or negligence by providing an adequate system of financial controls.

Primary Responsibilities

1. The annual budget process, which incorporates the budget-development guidelines, budget-development rationale, themes or priorities, and the capital budget.
2. The committee shall also research and review the current budgets to facilitate any changes proposed during the fiscal year for the existing budget.
3. Review and recommend to the Board of Governors the selection of an independent external audit firm to audit the financial statements of the association and its affiliates and subsidiaries.
4. Review the financial statements with management and the independent auditors to determine that the independent auditors are satisfied with the disclosure and content of the financial statements to be presented to the Board of Governors and the House of Delegates. Any changes in accounting principles should be reviewed.
5. Receive and review financial statements with the association's controller and financial personnel.
6. Review any other items or matters brought to their attention, which have a significant impact on the financial operations of ACA, as appropriate.

Composition, Term and Meetings

The committee shall be composed of one member of the Board of Governors, who is elected by the Board and shall serve as Chair of the Committee; at least two members from the House of Delegates and one at-large member, the President as an ex-officio member and the Executive Vice President.

Appointments are for two-year terms.

Budget

The Committee has no approved budget. Expenses related to Committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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Health Policy and Advocacy Committee Charter

Purpose

The ACA Health Policy and Advocacy Committee supports parity, fairness and inclusion for ACA members, their patients, state affiliate member organizations, the state advocacy, and legislative committees. In addition, the committee monitors nationwide and regional trends in health and reimbursement policy.

The Committee also serves as a resource for the ACA (Government relations department, Legislative Committee, State Advocacy Committee, House of Delegates and Board of Governors) on strategic initiatives and priorities related to matters of health policy and reimbursement.

Primary Responsibilities

1. Identify and recommend public policy priorities for ACA to the Board of Governors and HOD, especially as it relates to access to care, and equity, fairness, and inclusion in reimbursement.
2. Monitors nationwide and regional trends in health and reimbursement policy, reporting to ACA's Board of Governors and House of Delegates as needed.
3. Develops education and training, resources, and tool kits to support members, the legislative committee and state affiliates in their grassroots advocacy efforts.

Composition, Term and Meetings

The Health Policy and Advocacy Committee will consist of a Chair, Vice Chair and all committee members. The Committee should be composed of members who are familiar with health policy, managed care, and reimbursement issues affecting the chiropractic profession. All members will be appointed by the ACA president to ensure an effective composition of Committee members. ACA staff ensures the Committee is apprised of and updated on all important organizational decisions affecting chiropractic coverage/benefits, reimbursement, and documentation issues.

The Health Policy and Advocacy Committee will meet on at least a bi-annual basis.

The Committee will be comprised of:

- The Health Policy and Advocacy Commission – the Commission will consist of a Chair, Vice Chair, a member of the Board of Governors, and Chairs (or a designee) of each of the 5 subcommittees. The Commission reviews, prioritizes, and recommends work for the subcommittees and communicates between the Subcommittees, the Board of Governors, and other relevant Committees such as the Legislative Committee, State Advocacy Committee and Professional Development Committee. The Commission will meet monthly.

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- Five Subcommittees:
 - a. Code Utilization and Application Subcommittee primary role is to provide expert guidance to ACA members and staff on coding and related matters to advocate fairness, parity, and inclusion for chiropractors.
 - b. Code Development and Valuation Subcommittee, to include health policy fellowship, primary role is to represent ACA on the American Medical Association's Resource-based Relative Value Scale Update Committee (RUC) Health Care Professionals Advisory Committee and Current Procedural Terminology (CPT) Editorial Panel Advisory Committee. The subcommittee works to advocate for fairness, parity and inclusion in code writing, language, and valuation.
 - c. Medicare Subcommittee primary role is to provide advice and support on Medicare policies and regulations relating to doctors of chiropractic services and reimbursement. The Subcommittee advocates for fair and inclusive Medicare coverage and payment policies for chiropractic and provides the profession with resources to advocate understanding and compliance with federal rules and regulations.
 - d. Payer Relations Subcommittee, to include payer collaborative, primary role is to make recommendations to ACA leadership and advocate fairness, parity and inclusion in payer policy and reimbursement issues. Build institutional knowledge by cultivating relationships with key stakeholders in payer and governmental organizations
 - e. Subcommittee on Quality Assurance and Accountability primary role it to educate and promote chiropractic professional understanding and adoption of all government efforts and programs related to improving the quality of healthcare for all Americans. The subcommittee also provides input on issues to advocate so that the chiropractic profession is recognized as an active and valuable partner in the quality movement

Subcommittees meet at least once per quarter each year. All meetings will take place by telephone or virtually and notice of meetings will be made with two weeks' notice.

Health Policy and Advocacy Committee members serve a 1 or 2-year term.

Budget

The Committee has no approved budget or budget oversight authority. Expenses related to Committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.



House of Delegates Steering Committee Charter

Purpose

The House of Delegates Steering Committee serves as a reference and advisory to delegates and House members wishing to submit main motions to the ACA House of Delegates. When the House of Delegates is in session, the committee will assist with the review of all resolutions and substantive main motions, offering assistance to movers on correct form. Upon an affirmative majority vote, the House Steering Committee may also have business referred to it by the House of Delegates or the Board of Governors for further review, investigation, research, and recommendation. At least annually, the House Steering Committee shall report to both the House of Delegates and the Board of Governors on recommendations impacting the collective efforts of the House of Delegates.

Primary Responsibilities

1. The Committee will help organize, coordinate, and connect members of the House of Delegates to the important work of the American Chiropractic Association.
2. The Committee will monitor interest in and progress on responsibilities of the House of Delegates
3. The Committee will receive feedback on ideas, recommendations, and resolutions from Delegates.
4. The Committee will, without preference or favor, advise the movers of all business submitted or referred to it on applicable rules of order, engaging appropriate advisors when necessary or directed.
5. The Committee will convene quarterly, or as necessary, to dispose of business submitted or referred to it.
6. The Committee will report, not less than annually, on ideas, recommendations, and resolutions received and recommendations from the committee itself.

Composition, Term and Meetings

The Committee will be elected by the House of Delegates and composed of seven (7) members of the House of Delegates for a two (2) year term. From those elected to the House Steering Committee, the Committee, once seated, will appoint a Committee chair and a Committee vice chair for each term. Except for members of the ACA Board of Governors, all current members of the House of Delegates in good standing, whether voting or non-voting, are eligible for election to the Committee, and any qualified member may serve two (2) consecutive terms or two (2) nonconsecutive terms; to ensure a rotation in service no one may serve more than two (2) total terms on this Committee. All Committee members will serve until their successors are elected or appointed and members who are no longer members of the House of Delegates after election to the Committee may serve until the next election by the House of Delegates; all other vacancies on the Committee shall be filled by the Committee chair.

The Committee will meet at least quarterly to address business brought before the Committee.

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Investment Committee Charter

Purpose

The Investment Committee's primary function is to oversee ACA's investments to ensure that they are in compliance with the investment guidelines as outlined in ACA's Investment Policy.

Primary Responsibilities

1. Review ACA investment performance on a quarterly basis, and take action as needed based on recommendations from investment advisors.
2. Vets and recommends ACA's third-party investment advisors to the BOG.
3. Periodically review and make recommendations for updates to ACA's Investment Policy to the BOG.

Composition, Term and Meetings

The committee shall be composed of one member of the Board of Governors, who is elected as the Finance Committee Chair by the Board, and shall also serve as Chair of the Investment Committee. The remaining committee members are appointed by the ACA President.

Appointments are for two-year terms.

The ACA staff will ensure the Investment Committee is apprised and updated on all important organizational decisions affecting ACA's investments and that quarterly meetings are scheduled with ACA's investment advisors. All meetings will take place by telephone and notice of future meetings will be given at each quarterly meeting.

Budget

The Committee has no approved budget or budget oversight authority. Expenses related to Committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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Legislative Committee Charter

Purpose

The general purpose of the Legislative Committee is to function in an active correlative capacity to the ACA's Public Policy and Advocacy Department by providing counsel primarily on federal policy and legislative issues of significance to the ACA.

Primary Responsibilities

1. Set legislative priorities and develop strategy for implementation of legislation.
2. Offer advice through conference calls, when new legislative issues arise.
3. Assist with the legislative and lobbying aspect of the annual ACA conference.
4. Be available to assist, by request, the ACA in state legislative programs before chiropractic groups as well as state legislatures.
5. Educate and train ACA members on the significance of grassroots lobbying in their state and during the "advocacy day" portion of the ACA annual conference. Related to this, the Committee chair may take steps necessary to develop an education regimen to ensure ACA members are versed in advocacy outreach.

Composition, Term and Meetings

The Legislative Committee will consist of a chairperson, a vice chairperson, and a number of ACA members as determined by the ACA President. The members and chairperson will be appointed by the ACA President and will ensure an effective composition of the Committee members.

The Committee will consist of:

- An Executive Committee, consisting of the ACA President, Committee Chair, Vice Chair, and other members as appointed by the ACA President.
- Regional Chairs, which will be allocated throughout the country, with the primary purpose is to implement a grassroots strategy with their region with the goal being to maximize the support of Congress regarding ACA legislative initiatives. Regional Chairs will be assigned by the Legislative Chair in consultation with the ACA President.
- At Large members, who will work with designated Regional Chairs on issues determined by the Legislative Chair. Members from various ACA committees/advisory boards/task forces can also be assigned to the Committee by the ACA President.

The SACA Legislative Chairperson is invited to participate in all Committee meetings but does not have a vote in the Committee. The ACA staff will ensure the Committee is apprised and updated on all important developments affecting ACA legislative priorities and that meetings are held at the call of the Committee chair and as needed

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throughout the year. Meetings will take place virtually or by telephone and notice of meetings will be made no less than two weeks in advance. The Committee will also convene at the ACA annual meeting, if feasible and budget neutral.

Legislative Committee members serve a two-year term.

Budget

The Committee has no approved budget or budget oversight authority. Any expenses related to Committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.



Membership Committee Charter

Purpose

The Membership Committee provides advice and recommendations related to membership benefits and strategic membership objectives.

Primary Responsibilities

1. Reviews current membership benefits in collaboration with staff and makes recommendations for enhancements or sun-setting.
2. Provides recommendations related to the development of strategic membership objectives.
3. Assists in discrete projects designed to increase membership recruitment, retention, and engagement.

Composition, Term and Meetings

The Membership Committee consists of a chairperson and at least seven (7) ACA members. The term for Membership Committee members is two (2) years. ACA staff updates the committee on all important organizational decisions affecting membership. Meetings are set monthly or as needed. All meetings take place by telephone.

Budget

The Committee has no approved budget or budget oversight authority. Expenses related to committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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NextGen Leadership Committee Charter

Purpose

This committee serves as the leadership team for the group of all new graduate and new practitioner members known as NextGen.

Primary Responsibilities

1. Develops leadership and engagement opportunities for new graduate and new practitioner members.
2. Creates a forum for all new graduate and new practitioner members to voice issues and ideas which are then shared with ACA national leadership.
3. Guides the creation of tools and resources for new graduate and new practitioner members.

Composition, Term and Meetings

The committee consists of a chairperson, a vice chairperson and up to three (3) committee positions. The term for each member is one year with the option to be reappointed. Committee members can be reappointed for as many years as they are NextGen members in good standing. Meetings are set as needed throughout the year. Meetings will take place by telephone/web and notice of meetings is made two weeks in advance.

Budget

The NextGen Committee has no approved budget or budget oversight authority. Expenses related to committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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Nominating Committee Charter

Purpose

The Nominating Committee manages the process for identifying and selecting new members of the Board of Governors, Nominating Committee, and other presidential appointments.

Primary Responsibilities

1. Define needs, recognize gaps, and identify potential candidates.
2. Establish and conduct pre-screening of candidates.
3. Establish a plan to identify and cultivate future prospects.
4. Identify individuals who are qualified to serve on the Board of Governors, Nominating Committee, and other presidential appointments.
5. Ensure ACA has a process for the induction of new members of the Board and Nominating Committee including information on ACA's financial, strategic, operational position, the culture and values of ACA, and the corporate structure and governance of the Association.
6. Ensure that ACA provides appropriate ongoing training and upskilling of existing members of the Board and Nominating Committee including education on key developments in the health care industry.

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Composition, Term and Meetings

The ACA president is the chairperson of the Nominating Committee. The committee consists of one member of the Board of Governors, three members of the House of Delegates and ACA's Executive Vice President who serves as a non-voting member. The three House of Delegate Nominating Committee members are elected by the House of Delegates. The Board of Governors member is appointed by the ACA president. All meetings will take place by telephone/web and notice of meetings will be made two weeks in advance.

Budget

The Nominating Committee has no approved budget or budget oversight authority. Expenses related to Committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.



Opioid Advisory Board Charter

Purpose

The purpose of the Opioid Advisory Board is to guide and advise ACA in response to continued growth of the national opioid epidemic, specifically as ACA strives to promote the recognition of chiropractic physicians as viable first-line providers for acute, sub-acute and chronic pain before resorting to riskier options such as narcotic painkillers.

Primary Responsibilities

1. In collaboration with ACA staff, respond to inquiries, media coverage or calls for public comment from government agencies and other organizations regarding opioid overuse in general and chiropractic's role in addressing this crisis.
2. Review materials, provide resources, references or talking points, or participate in media interviews or speaking opportunities when a professional, expert opinion on the opioid crisis is required, as requested by ACA staff.
3. In consultation with ACA, advisory board members could be asked to provide information on an individual basis or to collaborate on a response.

Composition, Term and Meetings

The Advisory Board consists of a Chairperson and up to 12 ACA members. Members serve a 1- or 2-year term. Meetings are scheduled only as needed to address specific, timely issues.

Budget

The Opioid Advisory Board has no approved budget or budget oversight authority. Expenses related to the group's activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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Political Action Committee Charter

Committee Purpose

The purpose of the ACA-Political Action Committee (ACA-PAC) is to advance and protect the health of the American people by supporting the political activities of federal public officials and candidates for federal public office in the legislative branch, without regard to political affiliation, who foster, advance and protect the American people's interest in chiropractic health care.

Primary Responsibilities

1. Solicit and raise funds to carry out its objectives.
2. Support, promote and contribute to national elected public officials, national political parties and candidates for federal public office, in the legislative branch.
3. Perform all activities to achieve its purpose within the limits of applicable law.

Composition, Term and Meetings

The ACA-PAC consists of a chair, vice chair, and at least seven ACA members at large. The chair and committee members are appointed by the ACA president. The committee meets regularly throughout the year at the call of the PAC chair. All meetings take place electronically, or in person when feasible, and the date of upcoming meeting is established at the end of each meeting. ACA-PAC members serve a 2-year term. The role of the "Treasurer," as prescribed by the Federal Election Commission (FEC), shall be performed by the ACA Vice President for Finance or the chief financial officer or the ACA staffer that files required FEC reports. The SACA Legislative Vice-Chairperson is invited to participate in all Committee meetings but does not have a vote in the Committee.

Budget

Expenses related to committee activities will be funded by the ACA-PAC administrative account at the discretion of the ACA-PAC. Final approval of any extraordinary expenses related to the ACA-PAC will be at the discretion of the ACA president.

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Policy Quality Review Committee Charter

Purpose

The purpose of ACA's Policy Quality Review Committee (PQRC) is to ensure all ACA public policies are current, relevant and valid. PQRC conducts a regular review of extant policies and any new policy resolutions prior to submission to ACA's Board of Governors (BOG). PQRC bases its review on consultation with subject matter experts and key stakeholders as well as the structural requirements outlined in ACA's Resolutions Development Handbook (handbook). This includes reviewing policy resolutions, reorganizing policies, recommending revisions to existing policies and/or removing policies that no longer serve ACA's mission.

Primary Responsibilities

The primary responsibilities of PQRC are:

1. Conduct an annual review of extant policies and proposed policy resolutions as either revisions, reassignments or retirement, according to the structural requirements in the handbook.
2. Review any policy, position statement or guideline based on the sunset provision as set forth by the House of Delegates (2005) where all policies are reviewed every 7 years unless specified otherwise in the adopted document.
3. Refer or assign policies, position statements and guidelines to subject matter experts and/or key stakeholders to review and revise for relevance and validity, and to update references, as needed.
4. Identify any gaps in ACA's policy library that could warrant a new policy that aligns with ACA's mission.
5. Review resolutions submitted to ACA's Corporate Secretary to ensure compliance with the handbook prior to submission to the BOG for adoption at the association's annual meeting.
6. Provide feedback to policy resolution authors as needed.

Composition, Term and Meetings

PQRC is comprised of at least 3 members who serve a 1 or 2-year term and are appointed by ACA's President. All meetings take place by telephone or web platform and notice of a meeting is made at a minimum of one week in advance.

Budget

The Committee has no approved budget or budget oversight authority. Expenses related to committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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Practice Management Resources Task Force Charter

Purpose

The Task Force is established to identify, develop, and recommend practical business resources and tools that support chiropractors in building, managing, and sustaining successful practices.

The task force will focus on equipping doctors with accessible, high-value guidance across the full lifecycle of practice ownership—from launching a practice on day one to optimizing operations, compliance, and long-term profitability.

Primary Responsibilities

1. The Task Force will identify priority business topics and develop or recommend tools, templates, and educational resources that address the operational and financial needs of chiropractic practices.
2. The Task Force will develop resources for new and early-career doctors, such as guidance on practice setup, staffing and compensation models, compliance considerations, and core operational best practices.
3. The Task Force will develop resources focused on practice profitability and long-term sustainability, which could include revenue cycle management, billing considerations, financial performance metrics, self-assessment tools, and associate compensation benchmarks.
4. The Task Force will provide practical tools and guidance to support effective employee management, including staff role definitions, onboarding resources, performance management frameworks, and retention strategies.
5. The Task Force will recommend and develop compliance-focused resources, including self-assessments, HIPAA tools, and risk-mitigation guidance, to support ethical practice operations and adherence to applicable regulations.

Composition, Term and Meetings

The Task Force is made up of four people and the Chair. The term of the Task Force is one year. The Task Force will meet monthly.

Budget

The Task Force is advisory in nature so therefore it has no budget or budget oversight authority. Expenses related to Task Force will be funded by the ACA operational budget at the discretion of the Board of Governors.

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Professional Development Committee Charter

Purpose

The purpose of the Professional Development Committee (PDC) is to support and enhance professional development services and programs of ACA. The committee provides recommendations to deliver timely and relevant programs and promotes the importance of professional development; identifies appropriate programs and content experts.

Primary Responsibilities

- Develop timely and relevant webinars for ACA members and non-members.
- Review and recommend speakers to deliver presentations.
- Review and recommend tracks and content experts for annual conference.

Composition, Term and Meetings

The PDC will consist of a chairperson and up to ten (10) ACA members. The chairperson will be appointed by the president and will ensure an effective composition of the committee members. ACA staff will ensure the committee is apprised and updated on important organizational decisions affecting professional development and that meetings are set as needed throughout the year. All meetings will take place by telephone and notice of meetings will be made three (3) weeks in advance.

Professional Development Committee members serve 2-year terms.

Budget

The PDC has no approved budget or budget oversight authority. Expenses related to professional development activities will be funded by ACA's operational budget at the discretion of the board of governors.

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Public Health Advisory Board Charter

Purpose

The Public Health Advisory Board advances public health activities that are relevant to chiropractic practice, education and research within the United States.

Primary Responsibilities

1. Develop or recommend public health policies, position statements, or best-practice recommendations to the ACA Board of Governors, as requested by the ACA Board of Governors.
2. Provide input into ACA public health activities, as requested by the ACA Board of Governors or ACA staff.

Composition, Term and Meetings

The Advisory Board consists of a Chairperson and up to 10 ACA members. Members serve a 1- or 2-year term. Meetings are scheduled only as needed to address specific, timely issues.

Budget

The Public Health Advisory Board has no approved budget or budget oversight authority. Expenses related to the group's activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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Research Advisory Board Charter

Purpose

The Research Advisory Board ensures that research disseminated by ACA is scientifically valid, relevant to ACA audiences and accurately presented through ACA's communications' channels.

Primary Responsibilities

1. Review scientific research/studies submitted by ACA staff for relevancy to the chiropractic profession and the public.
2. Make recommendations to staff on the scientific validity of the research/studies that have been reviewed.
3. Assist staff in presenting scientific research accurately and objectively to the profession, the media and the public.
4. Assist staff in finding and identifying research evidence and/or scientific references relevant to specific topics on an as-needed basis.
5. Respond to ACA staff on a timely basis and within the established deadlines.

Composition, Term and Meetings

The Advisory Board consists of a Chairperson and up to 10 ACA members. Members serve a 1- or 2-year term. Meetings are scheduled only as needed to address specific, timely issues.

Budget

The Research Advisory Board has no approved budget or budget oversight authority. Expenses related to the group's activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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Sergeant-at-Arms Committee Charter

Purpose

The Sergeant-at-Arms Committee maintains order during meetings.

Primary Responsibilities

1. Ensures meeting rooms are properly secured and only duly elected or appointed members are in attendance.
2. Ensures any and all elections are properly secured.

Composition, Term and Meetings

The committee consists of a chairperson and at least 5 HoD members. The chairperson is appointed by the ACA president and ensures an effective composition of the committee members. ACA staff ensures the committee has all relevant information. Meetings are set as needed throughout the year. Meetings take place by telephone/web and notice of meetings is made one week in advance.

Sergeant-at-Arms Committee members serve a 1 or 2-year term.

Budget

The Committee has no approved budget or budget oversight authority. Expenses related to committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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State Advocacy Committee Charter

Purpose

The State Advocacy Committee provides guidance to and works collaboratively with ACA staff on matters related to the development and operation of the state affiliation program and other initiatives which are designed enhance ACA/State Association relations, collaboration and advocacy. The committee identifies and recommends policy, programs and resources with respect to State Affiliates, Associations and NCAA other state partners that affect collaborative advocacy efforts with state organizations.

Primary Responsibilities

The State Advocacy Committee provides guidance to and works collaboratively with ACA staff with a focus on progress regarding the following:

1. Improvement of state level political action to support both state and national chiropractic initiatives.
2. Modernization of state Chiropractic Acts and regulation consistent with Chiropractic education, training and experience.
3. Management and development of the ACA State Affiliate Program.
4. Development of Membership Initiatives aimed at increasing the numbers and engagement of both State Associations and ACA.
5. Development of databases, iSystems and communication tools to support ACA/State Association relations, collaboration and advocacy.
6. Operation of the State Association Leadership Meeting at the Annual ACA Engage Conference.

Composition, Term and Meetings

The State Advocacy Committee will consist of a chairperson and at least five (5) ACA members. The chairperson is appointed by the ACA president and ensures an effective composition of the committee members. The committee is composed of members either active in the NCAA, leadership from state organizations, or representatives from state affiliates. ACA staff will ensure the committee is apprised of and updated on all important organizational decisions affecting the NCAA and the state affiliation program. Meetings are set as needed throughout the year. All meetings will take place by telephone and notice of meetings will be made with two weeks notice.

State Advocacy Committee members are appointed for a two (2) year term.

Budget

The State Advocacy Committee has no approved budget or budget oversight authority. Expenses related to task force activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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Tellers Committee Charter

Purpose

The Tellers Committee is appointed by the ACA President to act as the official counters of elections and balloting during any meeting of the House of Delegates.

Primary Responsibilities

1. Oversee ballot distribution, assist voters, monitor results and provide final counts for ballots.
2. Report results to the House of Delegates pursuant to Robert's Rules of Order.
3. Works in tandem with the Sergeant-at-Arms Committee, enforcing procedures, assisting voters, and maintaining integrity and transparency within the chamber during the voting process.

Composition, Term and Meetings

The Tellers Committee consists of a Chairperson and up to 6 ACA House of Delegates members. The Chairperson is appointed by the ACA president and ensures an effective composition of the committee members to include geographic diversity. ACA staff ensures the Committee receives all relevant information. Meetings are set as needed by the Chairperson. Meetings will take place by telephone/web and notice of meetings is usually made two weeks in advance. Emergency meetings can be called if necessary.

Tellers Committee members serve a 1 or 2-year term.

Budget

The Committee has no approved budget or budget oversight authority. Expenses related to Committee activities will be funded by the ACA operational budget at the discretion of the Board of Governors.

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