

ADVISORY GROUPS

1.0 Purpose

This document defines policies and procedures for advisory groups.

2.0 Scope

This policy applies to the Board of Directors and advisory groups.

3.0 Reference

3.1 ***ASNT Bylaws***

4.0 Responsibilities

- 4.1 The Board of Directors, at their discretion, may establish standing or ad hoc advisory groups for the purpose of providing advice and counsel to the Board, the Officers, and staff on matters relevant to the Society.
- 4.2 The Board may specify criteria for membership in advisory groups. When criteria are not specified, the Chair of the Board shall be responsible for appointing and removing members at their discretion.
- 4.3 Advisory groups shall have no responsibilities, formal structure, or duties other than to provide advice and counsel.
- 4.4 The Chair of the Board shall ensure there are regular communications with advisory groups to keep them informed of the Society's plans, programs, challenges, and accomplishments, and to maintain regular advisor engagement.

5.0 Membership

- 5.1 Advisory groups shall be composed of any number of Society members and non-members.
- 5.2 Appointments shall be of indefinite length, subject to the Chair of the Board's authority to appoint and remove members at their discretion as specified in paragraph 4.2.

6.0 Advisory Group Procedures

- 6.1 Advisory groups shall convene upon request of the Chair of the Board.
- 6.2 The Chair of the Board, or their delegee, shall host advisory group meetings, determine topics of discussion, and lead discussions.
- 6.3 Advisory group meetings shall be open to the Board of Directors, staff, and invited participants only.
- 6.4 Advisory group meetings shall be informal, and parliamentary procedures shall not be used. Therefore, there shall be no requirements for quorum, agendas, motions, voting, or minutes.
- 6.5 The Secretary shall ensure summary notes are recorded and archived for all advisory group meetings.

7.0 Advisory Groups

7.1 The list of approved advisory groups, eligibility criteria, if any, and purposes is shown in Appendix 1.

8.0 **Reports.** The Secretary shall ensure summary notes are provided to the Board of Directors within 15 days following each advisory group meeting.

Appendix 1 – Advisory Groups

| Advisory Group | Eligibility Criteria | Purposes |
|------------------------------------|---|--|
| 1. Executive Advisors. | As appointed by the Chair of the Board. | Advise ASNT leadership on a broad array of business strategies and markets. |
| 2. NDT Training Industry Advisors. | As appointed by the Chair of the Board. | Advise ASNT leadership on matters related to the training and education of the nondestructive testing personnel. |
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