

Advocacy Committee Charter (2019)

Mission

The Advocacy Committee promotes the efforts of TNI nationally.

Composition of the Committee

1. The Chair Advocacy Committee shall be a member of the TNI Board of Directors preferably the past chair.
2. Committee membership shall generally be in accordance with SOP 1-101.
3. The committee should represent, to the extent possible, the diversity of the entire TNI membership, by considering the stakeholder group, interest, expertise, geographic location, and professional affiliation of Committee Members. There is no requirement for balance of membership, but the committee strives to avoid dominance by any one stakeholder group.

Objectives

1. Implement tasks assigned to Advocacy in TNI's strategic plan and look for opportunities for TNI to be proactive.

- **Success Measures:**

- Preparation of reports, webinars, position papers, articles and other documents promoting national accreditation.
- Assignment of TNI ambassadors to non-NELAP/non-NEFAP states

2. Maintain relationships with other organizations (WEF, AWWA, ACIL, etc.), EPA program offices, other federal agencies, and non-NELAP/non-NEFAP state agencies that have an interest in accreditation issues

- **Success Measures:**

- Improved dialog with interested organizations
- Collaborative efforts
- Increased number of NELAP/NEFAP recognized accreditation bodies
- Broader applicability of the national program to non-NELAP and non-NEFAP states
- Wider acceptance by laboratories and FSMOs
- Wider acceptance by EPA programs of national laboratory and FSMO accreditation
- Wider acceptance by other federal programs

3. Develop presentations and papers to promote the NELAC Institute and national accreditation

- **Success Measures:**

- Increased membership
- Development of TNI position papers
- Maintenance of a library of presentations for members use

4. Provide outreach at national, regional and local meetings

- **Success Measure:**

- Participation in regional meetings

5. Assist with publication of the member newsletter

- **Success Measure:**

- Identification of articles and authors for at least 3 newsletters per year

6. Assist with conference planning

- **Success Measure:**

- Continue to hold two successful conferences per year

7. Create or review the Work Plan on at least an annual basis and as part of any internal audit process

- **Success Measure:**

- Work plans are presented to the TNI Board for review on at least an annual basis

8. Provide outreach to the small laboratory community through the Small Laboratory Advocate position.

- **Success Measures:**

- Recommend individuals to the TNI Board for appointment to the Small Laboratory Advocate (SLA) position
- Ensure that the SLA has an established work plan for conference calls, webinars, and other training activities to actively seek the opinions, ideas, and viewpoints of the small laboratory community regarding accreditation
- Provide support to the SLA in presenting TNI's positions and ideas on accreditation to appropriate small laboratory associations and groups outside of TNI.
- Assist the SLA in answering questions internally and externally regarding small laboratory issues and implementation of accreditation standards.
- Provide SLA with a webpage and meeting opportunities at TNI meetings

Decision-Making

Decisions will be made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yea, Nay or Abstain. The Chair may designate a different option as appropriate.

Available Resources:

- Volunteer committee members
- Teleconference and A/V services
- Program Administrator support
- On-line storage, maintenance and archiving of SOPs, Policies and related documents

Anticipated Meeting Schedule:

- Teleconferences: regular schedule is the first Thursday of each month at 12 Noon Central time.
- Face-to-face meetings as needed at TNI conferences. Normally these will take place near the conference conclusion.

Program Administrator: Carol Batterton

Approved by the TNI Board of Directors – October 8, 2019