



members

Member Advisory Forum

TERMS OF REFERENCE



members

MAF

Member
Advisory
Forum

NATA's objective in establishing the MAF is to provide a mechanism to promote engagement with members as a key stakeholder.



Purpose

The National Association of Testing Authorities (NATA) established the Member Advisory Forum (MAF) as a strategic mechanism to engage with its members, key stakeholders, and industry leaders. The primary objective of the MAF is to foster meaningful dialogue, share insights, and obtain feedback on NATA's services and initiatives. This engagement ensures that NATA remains aligned with its members' evolving needs and expectations while delivering services that provide long-term value.

Objectives of the MAF

- **Promote Engagement:** Provide a platform for NATA and its members and relevant stakeholders to engage.
- **Information Exchange:** Facilitate information sharing, including industry trends, business drivers, and emerging priorities that impact NATA and its members and the broader accreditation landscape.
- **Strategic Feedback:** Gather insights and feedback on NATA's current initiatives, services, and activities to ensure they align with members' expectations.
- **Enhance Value:** Identify opportunities for NATA to add value to its members by innovating its service offerings, including new and revised accreditation programs, education /training, and other relevant services.

MAF Structure

The MAF's structure is designed to ensure its members are from broad industry segments and are engaged in various NATA activities. The forum operates as an advisory body focusing on high-level input and strategic guidance.

Key Advisory Roles of MAF:

- **Accreditation Support:** Provide strategic advice on how NATA's accreditation services can better support its members' operational and business needs.
- **Operational Insights:** Provide feedback on how NATA's processes, policies, and services impact members operationally.
- **Long-term Value Proposition:** Help NATA refine its long-term service strategy to ensure continuous improvement in member value.
- **Industry Expertise:** Provide expert advice on current and future trends, business drivers, and technological advancements that could shape new services.
- **Professional Development:** Identify potential opportunities for NATA to participate in professional development activities, such as conferences, workshops, and education programs.

Responsibilities of MAF Members

- **Commitment:** Three-year term with a requirement to attend and actively participate in scheduled meetings
- **Identify Challenges and Opportunities:** Identify challenges within the accreditation landscape and recommend opportunities for improvement or innovation.
- **Contribute to Innovation:** Provide fresh ideas, creative approaches, and innovative solutions to enhance NATA's service portfolio.
- **Promote NATA:** Act as ambassadors, expanding NATA's network and promoting the organisation's role in supporting accreditation excellence across industries.
- **Confidentiality:** Maintain confidentiality regarding sensitive discussions and materials shared within the forum.

MAF Membership

The MAF consists of up to 15 members at any given time, with the flexibility to adjust the number based on need.

- Membership is open to NATA Members with a high-level view of business and industry developments and who are committed to ongoing strategic-level dialogue and guidance on best practices.
- The MAF does not have standing subcommittees; however, ad hoc working groups may address specific issues.
- NATA staff are not formal members of the MAF but attend meetings to support MAF in its advisory function and to provide subject matter expertise.

Joining MAF

Expressions of Interest (EOI) for joining the MAF can be submitted to the NATA MAF Internal Committee (MAFIC) via email at clientrelations@nata.com.au. The EOI should include a brief overview of the applicant's activities and how they align with NATA's goals and strategic needs. The MAFIC will review all EOIs and select new members based on relevant NATA and Members' activities and needs.

Meetings

- The MAF will convene twice yearly, with at least one face-to-face meeting. A member of the MAF chairs meetings.
- Additional meetings may be organised to address specific business needs or to progress the work of ad-hoc working groups. As appropriate, these meetings may be chaired by an MAF member or a designated NATA staff member.
- A quorum is defined as 50% of the current membership.
- NATA Board members may attend meetings by invitation to gain insights into the advisory discussions.
- Key NATA staff attend meetings to provide relevant insights and expertise.

^ NATA MAF Internal v Committee (MAFIC)

The MAFIC is responsible for:

- Organising and facilitating MAF meetings, ensuring smooth operation and effective engagement.
- Managing MAF members' recruitment and review process, ensuring the forum remains dynamic and relevant.
- Regularly updates stakeholders via the NATA MAF web page and other communication channels.
- Coordinating the activities of any ad-hoc working groups formed to address specific issues or challenges.

^ Review of the v Terms of Reference

The Terms of Reference (ToR) will be reviewed annually at the last MAF meeting of the calendar year to ensure it remains aligned with the evolving needs of NATA and its members. Any amendments will be proposed and approved as necessary.