

TECHNICAL GROUP CHARTER

This document is to be read in conjunction with the Australasian Corrosion Association Inc. [Constitution](#). This Charter provides both guidance and requirements of Technical Groups as delegated by the Board of The Australasian Corrosion Association (ACA).

1. BACKGROUND

Technical Groups are created from and formed, for the benefits of the industry. A Technical Group represents the needs of the individual, the institutions, the community and companies that are engaged in the corrosion sector. The Technical Groups are vital in sharing knowledge, education, collaboration, research and identifying public policy where the corrosion industry and its sectors can be tabled as a significant contributor to the sustainability of infrastructure(s) and associated areas.

Technical Groups within the ACA provide a significant link between professional and identified areas of technical delivery. Importantly the Technical Groups are a forum for likeminded industry practitioners to participate in a range of networking and educational events and assist to deliver relevant and up to date standards, certification and research.

2. MISSION, PURPOSE AND AUTHORITY

Each Technical Group will need to agree on a mission and purpose. The mission of the Technical Group should be characterized by its individuality and be used by ACA to market and drive membership to the Technical Groups.

The purpose of the Technical Group should clearly outline the reason for the formation of the group, who the stakeholders are and, its anticipated outcomes. In documenting the purpose of the Technical Group, take into consideration the Objectives of the ACA which is found in the Constitution.

Technical Groups directly report to the Membership Committee and must operate in alignment with the ACA's [mission, vision and values](#).

3. MEMBERSHIP

Membership of Technical Groups is open to all financial members of the ACA. A minimum number of eight members is required to form a Technical Group and there is no limit as to the number of members any Technical Group may have. Application to start a Technical Group can be found on the ACA website.

Each Technical Group will be guided by a Committee which has, at minimum a Chairperson a Secretary and two others which are elected at an AGM ideally at the ACA Conference. Officers of the Technical Groups shall be subject to a process of nomination and re-election. It is suggested that the Chairperson should serve no more than two consecutive terms.

The Committee should constrain membership to ensure that one company is not overrepresented, whilst maintaining an even distribution of expertise across the Committee.

4. COMMITTEE MEETINGS

Technical Group Committee's should meet at least once every two months.

Technical Group Committee meeting dates should be set at least 12 months in advance and included on the ACA Calendar to demonstrate activity of the Committee and to enable a representative from the Membership Committee and/or Technical Group Co Ordinating Committee to attend. Agendas shall be sent prior to the Technical Group Committee Meetings and subsequent meeting notes/minutes/action items posted on the specific Technical Group's ACA intranet.

All Technical Group Committees will convene annually at the Technical Group Leaders Conference.

5. PERFORMANCE

There are three Essential Items which all Technical Groups should address annually. As each Technical Group is different, the additional items are **suggestions only** and may form part of the annual planning of the Technical Group.

Essential

- Support state Branches in seeking sponsorship, speakers and topics for joint events
- Assessment (and if required) review of the Australian Standard(s) relevant to the nominated Technical Group/s. Review other international standards as listed on the ACA Standards Titles web site.
- Delivery of at least two articles per year for the ACA newsletter/journal

Suggested:

- Assessment (and if required) review of relevant archived articles for re issue/publication
- Provide guidance to branches to assist program existing events
- Provide a call for papers topic for the Annual Conference
- Propose and deliver a workshop for the Annual Conference
- Nominate one research project with business case and timelines
- Source and collaborate with like-minded associations for events
- Create a mentorship program for the YC Group
- Define a public policy document relevant to your Technical Group
- Create a Corrosion Careers Launchpad program for your Technical Group
- Deliver an Award and/or Scholarship
- Explore CRC (Co Operative Research Centre) funding and project opportunities
- Cross project/initiatives with another Technical Group
- Host a new member event to encourage members to join your Technical Group

6. PLANNING

Each Technical Group is to provide, by 30 May each year any events or initiatives and a budget for the forthcoming year for inclusion in the ACA and Branch Budgets.

7. MARKETING AND COMMUNICATION

All Technical Groups are to be familiar with and adhere to, the ACA Brand Identity Manual and Communications Strategy. Any social media pages will be co-administered by Communications at ACA. This ensures protection of the ACA Logo, adherence to Privacy Legislation and a range of other governance and compliance regulations which the incorporated entity is subject too.

Technical Groups may want to consider a “why join” your Technical Group video or flier for the ACA webpage and to assist with Technical Group growth.