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## **NAndtB/03 - CONSTITUTION**

1. The UK National Aerospace NDT Board (UK NANDTB) is chartered by, and composed of, participating prime contractors/design authorities/type certificate holders and recognised by the United Kingdom Civil Aviation Authority and Military Aviation Authority.
2. The British Institute of NDT, which provides a secretariat for the UK NANDTB, and administers the audit and approval programme recognised and overseen by the UK NANDTB is also a Voting Member of the UK NANDTB.
3. The Members, which comprise organisations that satisfy the above, shall nominate a suitable technically qualified individual, e.g., a holder of level 3 certification and in so doing charter the UK NANDTB. These full Members will be eligible for voting rights and will represent the interests of the United Kingdom and any countries or organisations that affiliate to the UK NANDTB by agreement.
4. The UK CAA & MAA shall nominate a person or persons to attend meetings of the National Aerospace NDT Board with Observer Member status.
5. Representative Members of the Board shall retire after five years but shall be eligible for re-nomination.
6. Member organisations may at any time nominate alternates or change their representation by informing the Secretary of the Board in writing, or verbally during a meeting and documented in the minutes.
7. The Board shall elect a suitably qualified person as chairperson. The Chairperson shall take office for a term not exceeding two years and shall be eligible for re-election. The duties and responsibilities of the Chairperson are detailed in Appendix A.
8. The Board shall elect a suitably qualified person as vice chairperson. The Vice Chairperson shall take office for a term not exceeding two years and shall be eligible for re-election. The duties and responsibilities of the Vice Chairperson are detailed in Appendix B.
9. The Board shall appoint a suitably qualified person as Secretary. The Secretary shall take office for a term not exceeding two years and shall be eligible for re-appointment. The Board may alternatively delegate the duties of secretary to a suitable organisation. The duties and responsibilities of the Secretary are detailed in Appendix C.
10. Working Groups established to conduct work address actions on behalf of the Board shall be led by a Convenor or Chairperson. The Working Group will only remain in effect until the required work or action has been completed via a report to the Board. The duties and responsibilities of the Convenor are detailed in Appendix D.
11. The Board shall have the power to co-opt individual Members, however their contributions will be advisory only.
12. Only full Members of the Board are eligible to have voting rights, which shall be exercised by their nominated representative.
13. Of the full members, only those who have paid the annual administration fee to the secretariat shall have full voting status.
14. Any organisation wishing to apply for Membership of the Board or to nominate a representative to represent them at meetings, is requested to contact the Secretary to the Board at the above address. Membership shall be agreed by the existing voting members.

Membership maybe terminated where an organisation no longer fulfils Membership criteria or the behaviour of a representative is found to be inappropriate or unethical.

Signed for the Board

A handwritten signature in black ink, appearing to be 'Kevin Pickup', written in a cursive style.

Kevin Pickup

Chairman of the NAndtB

## Revision History

Owner	Issue	Change Summary	Date
NANDTB	Issue 1	Initial publication	12-07-2005
NANDTB	Issue 2	Change in Secretary at BINDT BINDT contact details change	29-03-2010
NANDTB	Issue 3	Change in Secretary at BINDT First paragraph adding (UK NANDTB) Added in paragraph 2 about BINDT providing the Secretariat	16-02-2011
NANDTB	Issue 4	Change in Secretary at BINDT First paragraph adding design authorities/type certificate holders and MOD Second para adding about BINDT administering audits and approval programmes Third paragraph adding about voting rights Signed by Chairman of Board and not Secretary	27-02-2013
NANDTB	Issue 5	Para 1 add MAA Para 2 BINDT co-opted Para 4 CAA and MAA added	10-03-2015
NANDTB	Issue 6	Change of BINDT address and telephone numbers  Para 2 BINDT changed to voting member  Changes table added	15-03-2016
NANDTB	Issue 7	Clarification on new members joining the Board and termination of membership. Added appendices covering duties and responsibilities of the Chairperson, Vice-Chairperson, Secretary and Working Group Convenor	07-11-2017
NANDTB	Issue 8	Amended paragraphs 3, 12/13 regarding voting rights and annual administration fee	10-12-2019
NANDTB	Issue 8	Reviewed no changes	14-10-2024

## **Appendix A**

### Duties and Responsibilities of the Chairperson

1. Outline the purpose of the meeting and remind members why they are present.
2. Establish meeting etiquette, namely:
  - a. The Chair controls the meeting
  - b. Remarks are addressed through the Chair
  - c. Members do not interrupt each other
  - d. Aim to reach consensus decisions
  - e. Vote taken if consensus cannot be reached
  - f. Majority wins the vote
  - g. All Members accept the majority decision
3. Ensure the meeting flows smoothly by involving all Members
4. Summarising progress, or lack of
5. Refocus discussion that has wandered off the point
6. Conclude one point before moving to the next
7. Highlight important points
8. Assist the Secretary if necessary
9. Clarify any misunderstanding
10. Pace the meeting ensuring it runs to time
11. Confirm time and date of the next meeting

## **Appendix B**

### Duties and Responsibilities of the Vice Chairperson

1. Acts as support or a deputy to the Chairperson
2. Is willing to accept delegation of Chairperson responsibilities
3. Works closely with the Chairperson
4. Is potentially the Chairperson in the making

## **Appendix C**

### **Duties and Responsibilities of the Secretary**

1. Before the meeting:
  - a. Consult with the Chairperson on the order of business
  - b. Ensure that sufficient notice of the meeting is given
  - c. Circulate to all members (a) documents to be discussed at the upcoming meeting and (b) copy of the agenda, minutes of the previous meeting
2. At the meeting:
  - a. Record names of those present and convey and record apologies received from those absent
  - b. Present minutes from the previous meeting
  - c. Report on actions or matters arising from the previous minutes
  - d. Take notes of the meeting, recording key points and making sure all decisions and proposals are recorded
  - e. Making sure action points are clear
  - f. Making sure the Chairperson is supplied with all the necessary information on the agenda
  - g. Remind the Chairperson if an item is overlooked
3. After the meeting:
  - a. Prepare a draft of the meeting minutes and consult with the Chairperson for agreement
  - b. Circulate the draft meeting minutes to all Members
  - c. Unless comments are received, upload meeting minutes to the UK NANDTB website as 'unconfirmed' minutes.
  - d. Promptly send all correspondence as decided/required by the meeting Members.

## **Appendix D**

### Duties and Responsibilities of a Working Group Chairperson or Convenor

1. Call the meeting or meetings as required (face to face, telephone conference, WebEx etc)
2. Prepare the agenda or discussion points for the meeting and send to Working Group members beforehand
3. Make sure the deliverable is clear to all
4. Designate a person to take notes if not one's self.
5. Capture the agreed outcome of the working Group, e.g. a powerpoint presentation, document etc.
6. Present to agreed outcome of the Working Group to the Board Members at the next available meeting.