



Association for Materials Protection & Performance

AMPP

Program Committee Charter

Effective: July 1, 2025

Updated: March 2025

Scope of Document

This document details the policies and procedures for Program Committees of Association for Materials Protection and Performance (the “Association”). All AMPP Program Committees operate with guidance from the AMPP Board of Directors.

Article 1: General Provisions

SECTION 1: PURPOSE

Each Program Committee shall advise the Association’s Board of Directors (the “Board”) on the matters as set forth in this Charter and any other matters as determined by the Board.

SECTION 2: MEETINGS

Each Program Committee shall meet as needed. The Program Committee Chair shall provide notice of a meeting at least 10 days prior to the meeting.

Any Program Committee member participating in a Program Committee meeting may participate by means of conference telephone or by any means of communication by which all persons participating in the meeting are able to hear one another and otherwise fully participate in the meeting. The means of communication shall be determined by the Chair of the Program Committee

Minutes of meetings shall be taken and distributed to all members of a Program Committee on a timely basis.

SECTION 3: VOTING PROCEDURE

A quorum to conduct business shall be a simple majority of the Program Committee’s voting members. The act of a majority of the voting Program Committee members present at a meeting at which a quorum is present shall be the act of the Program Committee, except as otherwise provided in this Charter.

Committee action may be taken without a meeting by ballot (including by electronic ballot) or any other voting method. Such voting shall be subject to the same quorum and voting requirements as a meeting held in person. Proxies are not allowed.

SECTION 4: COMMITTEE MEMBERSHIP

Each Program Committee shall consist of a minimum of seven (7) and a maximum of fifteen (15) voting members, except as otherwise provided in this Charter. The competency model, as developed by the Nominating Committee, shall be used as a guideline for recruitment and election of members to each Program Committee which shall reflect the demographics of the membership at-large. Up to two non-voting members may be appointed by the Program Committee Chair, subject to Program Committee approval.

The Board may assign a Board member to a Program Committee to provide strategic direction and serve as a non-voting member of such Program Committee, except as otherwise provided in this Charter.



Association for Materials Protection & Performance

No Program Committee shall have more than one member who is a representative of any one organization. Board members are not eligible to serve as a voting member of a Program Committee, except as otherwise provided in this Charter.

SECTION 5: MEMBER APPROVAL; NOMINATION AND ELECTION OF OFFICERS

Each Committee shall propose candidates for vacant, non-officer elected positions on such Committee. The members of each Committee shall be approved by the AMPP Board of Directors.

The candidates for the Vice Chair of such Committee shall be recruited by the Leadership Development Committee (LDC), can be recruited by the Nominating Committee (NomCom), or can be nominated by three (3) AMPP members in good standing, by an Area, or by a Program Committee. The Vice Chair position is not open for self-nomination. To see a full list of position competencies and requirements, please review the Program Committee Vice Chair job description.

The Nominating Committee shall appoint the Vice Chair candidate and the AMPP Board of Directors shall review candidate selections for ratification. Each Committee Vice Chair shall ascend to the Committee's Chair position upon completion of their Vice Chair term.

SECTION 6: TERM; TERM LIMITS

A voting member of each Program Committee shall serve a term of three years, beginning January 1 and ending December 31. A voting member may serve up to two consecutive terms and may be reelected after one year has elapsed since the expiration of his or her last term.

The Chair of each Program Committee shall serve as a Committee Officer for a total of three (3) years; one (1) year as Vice Chair and two (2) years as Chair.

Non-voting members of Committees shall serve a term of one year and may serve an unlimited number of consecutive terms. Notwithstanding the foregoing, each such member, Chair, and Vice Chair shall serve until his or her successor or unless such member ceases to qualify or is removed or resigns as a member.

SECTION 7: REMOVAL AND RESIGNATION; VACANCIES

Any Program Committee Chair, Vice Chair, or member may resign or be removed from such position at any time by the Board, the Ethics and Professional Practice Committee, or two-thirds vote of all voting members of such Program Committee.

Vacancies in the membership of any Committee may be filled at any time in the same manner as is provided for the election of such position.

SECTION 8: COMMITTEE OFFICERS

Except as otherwise set forth below, each Committee shall be led by a Chair and Vice Chair, both of whom shall be voting members of the Committee.

Chair Responsibilities

Each Program Committee Chair shall be a member of the Association and be responsible for conducting the affairs of such Program Committee, for scheduling meetings, developing agendas, overseeing preparation of draft minutes of meetings, and submitting recommendations and plans approved by such Program Committee to the Board.



Association for Materials Protection & Performance

Vice Chair Responsibilities

Each Program Committee Vice Chair shall complete the duties of the Chair in their absence. As such, the Vice Chair shall be knowledgeable of the Program Committee's activities and protocols so that the duties of the Chair can be assumed when necessary.

SECTION 9: STANDING SUBCOMMITTEES AND TASK FORCES

The inaugural Committee structure shall not include subcommittees, unless otherwise noted. All Program Committee Subcommittees will be listed in an addendum to the charter.

A Program Committee may approve the creation or disbandment of a task force that advises a Program Committee for a discrete purpose for a time period of up to one year, which may be extended by such Program Committee as necessary. Notwithstanding the foregoing, the Board may disband any such task force at any time. The Program Committee creating such task force shall elect the chair of such task force, and the task force chair shall determine the number of voting members of such task force, provided that no such task force shall have more than fifteen voting members, and appoint the remaining members of such task force.

SECTION 10: AMENDMENTS TO CHARTER

The Board shall review this Charter at least once every five years and may revise such Charter in its sole discretion at any time.

Additional procedural documents may be developed by the committees, but the board has the right to review and/or approve the procedural/governance documents.

Article 2: Awards Committee

SECTION 1: SCOPE

- Assess AMPP's current Awards portfolio to identify gaps and opportunities for new Award categories that align with AMPP's strategic goals and engage the full breadth of AMPP's stakeholders.
- Define policies and criteria for the development and delivery of AMPP's Awards to ensure they reflect AMPP's mission, upholding high standards and ensuring a fair and rigorous selection process.
- Introduce novel formats for Award delivery, driving excitement and engagement in AMPP's Awards program (e.g., incorporating talks or presentations by awardees to increase the profile and impact of the awards, leveraging sponsorships or honorariums to increase program reputation).
- Implement targeted marketing and outreach initiatives, in collaboration with Staff and the Area & Chapter Engagement Committee, driving member knowledge of AMPP's Awards Program and encouraging nominations from diverse member groups.
- Administer AMPP's Awards, reviewing nominations and proposing Award recipients for Board approval.

Article 3: Accreditation Committee

SECTION 1: SCOPE

The Accreditation Committee shall oversee all Association programs that accredit, or administer accreditations to, organizations. The Accreditation Committee Chair shall alternate between a representative of an asset owner and a representative of a contractor.

SECTION 2: VOTING PROCEDURES

The Accreditation Committee shall follow the voting procedures as set forth in Article 1, Section 3, except the following actions shall require an affirmative vote of 2/3rds of the voting members: (1) approving a new accreditation program and the

The Global Leaders in Materials Protection & Performance

With offices located in Canada, United Kingdom, China, Malaysia, Brazil, Saudi Arabia and the United States

ampp.org

technical requirements of such program; (2) discontinuing an existing accreditation program; or (3) approving a substantive change to an accreditation program.

Article 4: Certification Committee

SECTION 1: SCOPE

The Certification Committee shall oversee all Association programs that certify, or administer certifications to, individuals in order to advance the integrity and marketability of such programs.

Article 5: Area & Chapter Engagement Committee

SECTION 1: SCOPE

- Govern and oversee Area & Chapter operations, ensuring Areas & Chapters are functioning healthily and are operating in line with AMPP's policies and procedures.
- Oversee AMPP's Area Representatives, managing systematized processes for Area Representatives and Chapter Delegate engagement that provides sufficient insight into the opportunities the strengthen Member recruitment, engagement, and retention strategies and needs, ensuring Area Delegates are supported by the necessary training and tools to effectively represent their Areas & Chapters to the PC, Board & Staff.
- Promote activities happening within Areas & Chapters, sharing best practices (e.g., local events, competitions, conferences, recognition programs, etc.) to benefit of the broader membership base.
- Act as the voice of AMPP's Program Committees to Chapter Membership, communicating updates of critical importance and surfacing opportunities for involvement and engagement in AMPP's programs and activities.

Article 6: Education Program Committee

SECTION 1: SCOPE

- Advise Senior Management and the Board on the strategic direction of AMPP's Education portfolio, providing guidance on product strategies (e.g., new offerings, offerings to be updated, offerings that go beyond the current corrosion focus) that address unmet market needs and anticipate future demands.
- Source subject matter expertise from the volunteer community to support various stages of product development, including articulating business cases to validate development, outlining product specifications (such as key topics and industry players) to guide course creation, and providing content expertise during course development. Organize this expertise through task groups or by assigning individuals to advise on specific matters.
- Coordinate task groups and individual subject matter experts, and implementing mechanisms to ensure visibility and accountability for the delivery of high-quality, market-relevant products.
- Provide insights to Staff and the Board into opportunities for partnerships and broader external engagement to enhance AMPP's ability to deliver education offerings most relevant to its key markets and in line with Board-defined focus areas.
- Coordinate with Credentialing Program Committee at the levels of product strategy and the early stages of product development.

Article 7: Standards Committee

SECTION 1: SCOPE

- Enable effective development of AMPP Standards, creating a structure and necessary supports for oversight of the Standards development process and Standards Committees (SCs) to ensure relevance, rigor, transparency and timeliness of Standards development, monitoring compliance with AMPP policies and procedures and addressing any issues or discrepancies

- Build and maintain relationships with key stakeholders (including industry representatives, regulatory bodies, and academic institutions) in the markets AMPP is active in, driving engagement in the Standards development process to enhance the reputation and strength of AMPP's Standards Program
- Promote the adoption, and implementation, of AMPP Standards through outreach and education efforts directed to AMPP's membership and externally, collaborating across Committees and Staff to achieve program objectives
- Serve as an advisor to Senior Management and the Board for direction of AMPP's Standards portfolio.

SECTION 2: SUBCOMMITTEES

Committee structure to include all active subcommittees, as listed in the Program Committee Charter Subcommittee Addendum.

Article 8: Research, Innovation & Technical Advancement Program Committee

SECTION 1: SCOPE

- Advise the board and other program committees on how innovations and industry trends create opportunities or present threats for AMPP.
- Engage members of the global research community across industry, government and academia to bring new knowledge to AMPP.
- Identify and pursue opportunities for AMPP to be a convener or facilitator of research.
- Provide forums to assemble global technical subject matter experts to enhance technical understanding and inform AMPP's programs.
- Govern and provide resources for AMPP's network of technical communities to ensure they have a clear objective, avoid overlap, engage stakeholders, and support AMPP's market orientation and interests.
- Report on technical advances that relate to and inform activities in other parts of AMPP.
- Coordinate with other parts of AMPP to ensure RITA efforts raise AMPP's profile and strategic relevance across relevant audiences.

SECTION 2: OFFICERS

- Committee officers shall consist of one chair and one vice chair.
- Chair & Vice Chair ideally will be selected such that the officers jointly bring both research and industry orientation.
- Committee members ideally will be selected such that the committee jointly brings both research and industry orientation.
- The chair and vice chair of the Research Society Leadership Council shall serve as ex-officio voting members of RITA, subject to the same approval process as other voting members.
- The chair and vice chair of the Standards Program Committee shall serve as ex-officio non-voting members of RITA.

SECTION 3: SUBCOMMITTEES

Technical Committees and Technical Communities of Interest

- The initial RITA structure will include all existing Technical Committees (TCs) and Technical Communities of Interest (TCIs) as of the date of this charter.
- RITA is empowered to add, remove, and modify individual TCs and TCIs and to modify the TC/TCI structure as required from time-to-time, to best serve the responsibilities within its scope.

Research Society Leadership Council (RSLC)

The RSLC is a permanent constituent committee of RITA, operated under a separate operating manual managed by RITA.

- Those AMPP members who are themselves researchers will be considered members of AMPP's "Research Society," subject to any affiliation requirements provided for elsewhere within AMPP's policies and governance.
- Activities of RITA intended either primarily to serve the Research Society membership or activities best suited to be led by the Research Society may be delegated by RITA to the Research Society Leadership Council (RSLC). The RSLC is a permanent constituent committee of RITA, operated under a separate operating manual approved by RITA.

Article 9: Finance and Audit Committee

SECTION 1: SCOPE

The Finance & Audit Committee is responsible for the following items for the Association:

- Oversight of fiscal and risk management policies
- Ensuring fiscal policy aligns with the objectives of the Association
- The method for selection of the investment funds
- Oversight and selection of the independent auditor
- Review of the audit reports and communicate audit report findings to the Board of Directors
- Fulfill other responsibilities assigned by the AMPP Board

SECTION 2: MEMBERSHIP OF THE COMMITTEE

The Finance & Audit Committee shall have a minimum of five (5) voting members, which shall include the Association Board Vice Chair. Appointed voting members of the Finance & Audit Committee shall be members of the Association but need not be members of the Board.

The Association Board Treasurer and Association Board Secretary shall serve as *ex officio*, non-voting members of the Finance & Audit Committee.

SECTION 3: ELECTION

The Executive Committee of the Association shall appoint candidates to the Finance & Audit Committee, in accordance with the Competency Model, and the Board of Directors shall review appointments for ratification.