

## **Terms of Reference for the Good Practice Committee**

**The Committee is responsible for advising on improving the standards and quality of acoustic practice for the benefit of the membership and other stakeholders.**

**The responsibilities of the Committee are as follows:**

### **Outputs**

1. Professional Practice Guidance (ProPG) – collaborative activities which are cross industry initiatives and require a bespoke approach
2. Position Statements – Association view on an issue that might form part of a ProPG
3. Practice Guidance – Association publications for reference by members, such as Red & Green Books
4. Technical Notes – guidance to members on how to do
5. Information Papers – aimed at the outside world.

### **Delivery**

6. Working groups will be formed as required to draft specific documents. Each working group will include at least one member of the Good Practice Committee who will act as a liaison with the Committee.
7. A working group will propose its own terms of reference, which should include:
  - a clear statement of timescales,
  - the review process and the milestones, and
  - any budget.
8. The Committee will review and agree each working group's terms of reference. Requests for funding are subject to Board agreement and should be approved by the Committee before submitting to the Board.
9. The Committee's responsibility is to ensure the output is delivered in a timely fashion, is fit for purpose and has, if appropriate, a budget to enable the output to be disseminated.

### **Decision making**

10. The process for getting to publication for each output takes account of what other committees or external bodies are involved.
  - ProPGs are subject to approval by the parties involved
  - Position Statements need Board approval
  - All other items are approved by the Good Practice Committee.

### **Other**

11. To review existing publications and advise on their updating.
12. To meet on a regular basis to discuss good practice and any other related issues delegated by the Board.
13. To be answerable to the ANC Board on all aspects concerning good practice advice and publications by way of reports submitted to all Board Meetings.