



# Partnering NELAC and INELA





# Partnering Assumptions

- **Combining Operations Of NELAC And INELA Will Result In A Stronger Organization.**
  - Combine Standards Development And Implementation Capabilities Into One Organization
- **Combining Operations Will Allow NELAC To Achieve Self-Sufficiency Quicker.**
  - Continuation of Primary Tasks of Each Organization During Partnering Process
- **Combining Operations Is Less Disruptive To The Stakeholder Community.**





# Partnering Mechanics

- **Use Existing INELA Infrastructure**
  - INELA Articles Of Incorporation
  - Retain INELA Key Assets
    - \* ANSI Recognition
    - \* IRS Non-profit Status
- **Maintain Existing NELAC Asset**
  - Operable Accreditation System





# The NELAC Institute (TNI)

- Recognizes Heritage of INELA & NELAC
- Enhances Adoption Into The Marketplace
- Reflects A “New” Organization, Formed From The Combination of Two Others





# Mission and Vision

- **Mission**

*The purpose of the organization is to foster the generation of environmental data of known and documented quality through an open, inclusive and transparent process that is responsive to the needs of the community.*

- **Vision**

*All entities generating environmental data in the United States will be accredited to consensus national standards.*





## Governance: Articles of Incorporation

- Incorporated 501 (c)3 Not-for-profit
- Member Organization
- Managed by a Board of Directors





# Governance: Bylaws Development

- **Engaged Professional Assistance**
  - Attorney
  - Registered Parliamentarian
- **Foundation Documents**
  - NELAC And INELA Bylaws
  - Robert's Rules Of Order
  - Bylaws From Other Non-profit Organizations





# Governance: Bylaws Content

- **Purpose = Mission**
- **Members**
- **Directors & Officers**
- **Core Programs**
- **Committees**
  - Financial audit
  - Executive
- **Business Meetings**
- **Parliamentary Authority**
- **Indemnification**
- **General Provisions**
  - Executive Director
  - Patents
  - Fiscal year
  - Voting means
- **Amendments**



*Posted on the TNI  
Website*





# Stakeholder Group Recognition

- **Organizations That Accredite Laboratories**

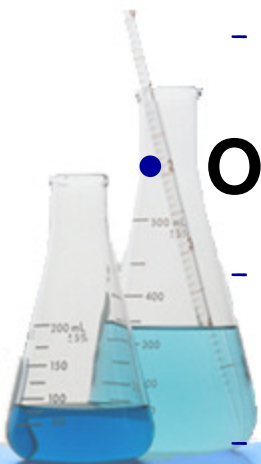
- Accrediting Authorities
- States That Are Not Accrediting Authorities
- Federal Agencies That Operate Accreditation Programs

- **Accredited Laboratories**

- Commercial, Municipal, State, Federal, Etc.

- **Others**

- State And Federal Agencies That Do Not Operate Accreditation Programs
- Data Users, Consultants, PT Providers, Vendors, Etc.





# Governance: Transition Board

- Formed By Actions Of The INELA Board
- Required Amending The INELA Bylaws
- Equal Representation From INELA And NELAC (Eight Representatives Each)
- One Non-voting Director From Each Organization
- Formed To Minimize Disruption





# Governance: Permanent Board

- **Elected Board: The New Board**
  - 10-18 Directors
  - **Balanced** Stakeholder Representation
    - \* 3 NELAP Accrediting Authorities
    - \* 3 NELAP Accredited Laboratories
    - \* Other Accreditation Bodies (Non-NELAP)
    - \* Regulated Industry
    - \* Federal Agency
    - \* Others (PT Providers, Vendors, Contractors)





# Governance : Director Elections

- Nominating Committee Develops Slate Of Candidates (Nominations From Members)
- Elections In Process
  - Nominations Form Posted to Website
  - Nominations Being Accepted, Closes February 2<sup>nd</sup>
- Electronic Voting By Full Membership
- Staggered Three (3) Year Terms
- No Term Limits





# Governance: Board Officers Election

- **Elected By The Board From Its Directors**
  - Chair
  - Vice-chair
  - Secretary
  - Treasurer
- **Most Recent Past Chair Willing To Serve**





# Organizational Structure

- **Board of Directors**
  - Administration
  - Policy Committee
- **Core Programs**
  - Consensus Standards Development
  - Laboratory Accreditation System
  - National Environmental Laboratory Accreditation (NELAP)
  - Proficiency Testing
- **Other Programs**
  - Advocacy
  - Technical Assistance





# Member Categories & Privileges

- **Individual Members**

- May Vote
- May Serve On Committees And The Board
- Entitled To Member Discounts
- Access To Members Area Of The Website

- **Organizational Members**

- May Appoint Individual Members
- Are Recognized
- May Not Vote





# Membership Transition

- INELA Members Have Been Transferred With Current Tenure,
- NELAC Members Invited To Join With A Temporary Waiver Of Fee Until May 6, 2007.







# Board of Directors: Roles & Responsibilities

- **Supervise, Control And Direct Business Affairs**
  - Actively Pursue The Mission.
  - Manage The Budget.
  - Appoint Agents To Assist With The Above Activities.
- **Support The Programs**
  - Assign A Program Administrator
  - Review And Approve Budgets.
  - Evaluate How Well The Program Is Achieving Its Goals.
- **Review Policies For Organizational Impact**





# Administration

- Administration Performed By TNI Staff
- Staff May Be Volunteers Or Independent Contractors
  - No Permanent Staff Recommended
- Staff Supports Day-to-Day Activities
  - Executive Director
  - Program Administrators
    - \* Independent Contractors
    - \* Volunteers
  - Others As Identified





# Executive Director

- Reports To The TNI Board Of Directors
- Responsible For Day-to-Day Operations
- Duties & Responsibilities Include:
  - Day-to-Day Operations
  - Achieving The Organization's Mission
  - Financial Management of the Institutes Affairs
  - Achieving The Institutes Fiscal Objectives





# Policy Committee

- Review Policies For Consistency with Mission, Vision, and Bylaws,
- Develop General Institute Business and Operations Policies (E.G., Purchasing, Conflict Of Interest, Travel, Etc.).





# Program Administrators

- Ensure Implementation of Policies,
- Assist In Achieving Program Goals,
- Ensure Program Related Information Publication,
- Obtain Program Input for Budget Preparation,
- Perform Duties Assigned By The Board Of Directors.





# Publicity & Outreach Campaign

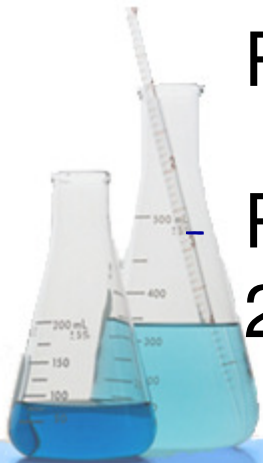
- **Major Outreach Campaign Launched (11/2006)**
  - Information Provided To Stakeholders Through Media
    - \* Press Releases, Newsletters, Information Services
- **TNI Website Established**
  - INELA Features Migrated To TNI Website
  - NELAC Website Copy Being Hosted by TNI
  - Imported INELA Information Reorganized
  - NELAC Information Targeted For 2007 Reorganization





# Budget and Fiscal

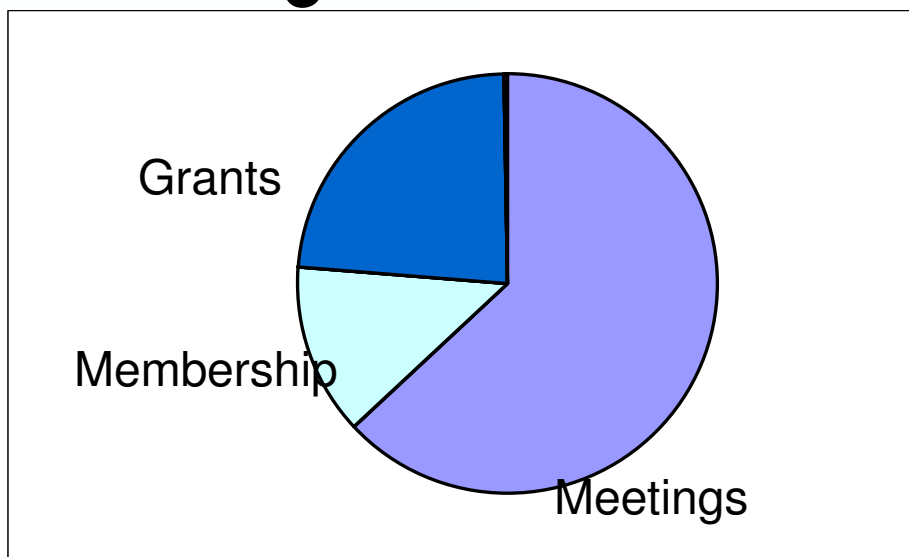
- **2007 Budget Adopted January 2007**
- **TNI Financial Audit Committee**
  - Standing Committee
  - Conduct Review of 2005/2006 INELA Records
  - Provide Report To TNI Board By June 15, 2007





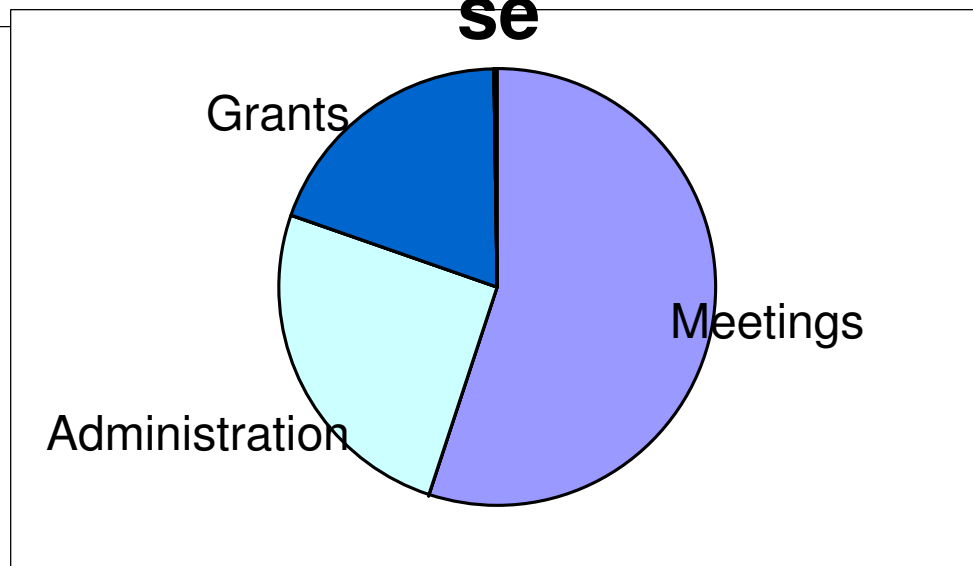
# 2007 Budget

## Revenue



Revenue: \$410, 850

## Expense



Expense: \$410, 235

Does Not Include Support From NFSTC And NSF.

