

## **Additive Manufacturing UK (AMUK) Steering Committee: Terms of Reference (Jan 2026)**

### **Role of the Group**

To help establish AMUK as the authoritative voice for Additive Manufacturing (AM) in the UK by:

- Acting as ambassadors for the AMUK network and promoting it within their own professional networks.
- Representing the interests and perspectives of AMUK members and the wider UK AM community, acting as a bridge between the Steering Committee and member organisations.
- Being visible and accessible to AMUK members, including through introductions at forums and AMUK events, to ensure transparent two-way communication.
- Determining and refining appropriate member services for AMUK member companies.
- Defining and reviewing the business model to ensure long-term sustainability.
- Ensuring that the membership of the Steering Committee remains representative of the wider AMUK community.
- Shaping the strategic direction of AMUK in response to member needs and market changes.
- Supporting connections to relevant partner networks, industry bodies, and academic institutions.
- Contributing to AMUK thought leadership, including media engagement and event participation.
- Engaging with government and stakeholders to raise awareness of AM and unlock funding opportunities for UK companies.
- Representing and promoting the UK Additive Manufacturing industry on the global stage, including participation in key international events, with the aim of raising UK visibility, fostering export opportunities, and influencing global AM policy and standards.

### **Key Performance Indicators (KPIs)**

To measure success, the following KPIs will be tracked:

- Size and growth of the UK AM industry relative to the broader manufacturing sector and international peers.
- Growth in AMUK membership and retention from year to year.
- Utilisation rates of member services and engagement in AMUK-led initiatives.
- Ensuring AMUK addresses members industry concerns as identified as part of the CECIMO market survey.

### **Ways of Working**

- The Steering Committee will hold quarterly in person meetings.
- All meetings will include an online participation option to enable broad attendance and ensure accessibility.
- Meeting agendas and relevant materials will be circulated one week in advance.
- Minutes will be recorded by the MTA secretariat, circulated for review, and approved at the following meeting.
- A Committee member will present a brief of the Steering Committee's work at the March AMUK Member Forum each year, providing a summary of committee activities, priorities and progress.
- The Steering Committee will review the Terms of Reference annually and uphold their principles in practice. Where deviations occur (e.g. from membership structure or process), these must be discussed and recorded in the meeting minutes, with rationale provided.

### **Membership Structure**

To ensure diversity of experience and representation across the UK AM community, the Steering Committee aims for the following composition (guideline only):

- 1 x MTA Representative
- 3 x Large Industry AM Companies
- 7 x SME Representatives
- 2 x Institutions and Academia
- 2 x Open Representatives

**Target Total Members:** Minimum of 12 and maximum of 15.

While AMUK aims to follow this structure, deviations may occur due to availability of suitable candidates. Where a vacancy exists within a specific category, AMUK will first seek to fill it from that category, advertising the opportunity through email and at Member Forums. If no suitable candidates emerge within a 4-week period, the Committee may appoint a qualified candidate from another category, while remaining mindful of maintaining diversity and balance.

### **Membership Terms and Rotation**

- Members serve an initial term of 3 years, with the option to extend once for a further 1 year without contest (maximum 4 consecutive years).
- After 4 years, members must step down for a minimum of 1 year before reapplying, unless there are not enough new applicants. In the case of not enough new applicants the member can extend their term for another appointment (i.e. 3 years + 1 year).
- Terms will be staggered to maintain continuity, with approximately 3 - 4 members rotating off annually.
- A member can only have 1 person on the committee at any time.

### **Process for Joining or Leaving the Committee**

1. **Advertisement:** Committee vacancies will be advertised openly to the AMUK membership via email, members forums and through other appropriate channels.
2. **Applications:** Interested members will apply through a simple expression-of-interest process (i.e. CV submission).
3. **Appointment:** Following application, if there are more applicants than available spaces, the remaining Steering Committee members will review applications and select candidates based on experience, representation, and potential contribution.
4. **3-Year Term:** Reviewed at the end of term; members may opt to extend once for an additional 1 year.
5. **After 4 Years:** Committee members must step down, unless:
  - There are no new applicants, in which case they may rejoin.
  - There are fewer applicants than open positions.
6. **Early Removal:** Underperformance, lack of participation by a committee member (i.e. missing 3 meetings in a rolling 12-month period) or leaving AMUK membership will result in early rotation, as determined by the Chair and a majority of the remaining Committee.

### **Chairmanship**

- The AMUK Chair serves for 4 years, and must have completed at least 2 years as a Steering Committee member.
- On stepping down, the Chair can serve a further 3 years + 1 year as a regular committee member (subject to term limits).
- A person may not serve as Chair more than once.
- The AMUK Chair role forms part of the MTA Board and they act as the go between for the MTA Board and AMUK Steering Committee.
- If the Chair enters the MTA President stream (Vice-President, President, Past-President), they must step down as Chair upon becoming MTA President.
- In this case, a new Chair will be elected, and the former Chair may:
  - Exit the Committee, or
  - Serve up to 3-years in a Special Advisor role (non-voting), providing continuity and strategic input.

### **Standing Agenda Items**

- Approval of minutes and review of actions
- AMUK membership updates (growth, engagement)
- Member services: updates, feedback, and development
- Marketing and events strategy
- Strategic Update (opportunities, challenges, funding, policy, current work – only during in-person meeting)
- Steering Board membership and rotation.
- Any Other Business (AOB) and Date of next meeting