

Terms of Reference for the Professional Standards and Certification Committee

1. Purpose

1.1 The purpose of the Professional Standards and Certification Committee is to maintain and enhance the global reputation and brand of IRM by ensuring that high standards are consistently set and applied in respect of:

- admission to certified member status
- maintaining certified membership
- membership upgrades and transfers

The committee will also oversee the development and maintenance of IRM's global professional standards framework

2. Duties

2.1 The duties of the Professional Standards and Certification Committee are to:

- support, develop and maintain the global professional standards framework and ensure that these reflect the needs of the profession, recommending changes to IRM's Board as required;
- oversee the development, maintenance and modification of IRM's Certification scheme, including continuing professional development, experience and general certification requirements, recommending changes to IRM's Board as required;
- monitor and discuss trends in applying/adapting IRM's standards and certification requirements; recommending to IRM's Board appropriate modifications and enhancements as required;
- set standards for continuing professional development;
- approve policies and guidelines used in assessing the competence of applications for Certification to ensure fair treatment and consistency;
- oversee the work of the Experience Assessment Panel;
- oversee the development and maintenance of the Professional Code of Conduct; for approval by IRM's Board, supported by the Disciplinary Committee;
- define and implement a Certification appeals procedure;
- ratify individual Certification awards;
- maintain links with other IRM committees and working groups to ensure effective communication, joint working and awareness of key issues across the Institute.

3. Membership

3.1 Membership of the committee shall be as follows:

2 current Board members, one of whom shall serve as Chairman
Chair of Education Development Committee
Between 6 and 8 voting members drawn from the IRM membership at large,
principally practitioners

3.2 The Company Secretary, or senior staff member, shall act as secretary to the committee.

3.3 Other senior staff responsible for the management of the Certification scheme should be invited to attend meetings.

3.4 Appointments to the committee, including the appointment of the Chairman, shall be made by the Board and shall be for a period of up to three years, which may be extended for further periods of up to three years provided the member still meets the criteria for membership of the committee.

4. Quorum

4.1 The quorum necessary for the transaction of business shall be three members one of whom must be a current Board member.

5. Frequency of meetings

5.1 The committee shall meet twice a year and otherwise as required.

6. Notice of meetings

6.1 Meetings of the committee shall be called by the secretary of the committee at the request of the committee chairman.

6.2 Unless otherwise agreed, notice of each meeting confirming venue, time and date, together with an agenda of items to be discussed shall be forwarded to each member of the committee and to any other person required to attend no later than 5 working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees, as appropriate, at the same time.

7. Minutes of meetings

7.1 The secretary shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance.

7.2 Draft minutes of committee meetings shall be circulated promptly to all members of the committee. Minutes shall also be provided to the Board.

8. Delegated Authority

8.1 The Professional Standards and Certification Committee is a sub-committee of the Board and shall have delegated authority to:

- set standards for continuing professional development;
- approve policies and guidelines used in assessing the competence of applications for Certification to ensure fair treatment and consistency;
- define and implement a Certification appeals procedure;
- ratify individual Certification awards;
- establish sub-committees to undertake any of the duties of the committee, and sub-delegate to them;
- seek any necessary external professional advice at IRM's expense.

9. Reporting

9.1 The chairman of the committee shall report to the Board on its proceedings after each meeting on all matters within its duties and responsibilities.

9.2 The committee shall provide a bi-annual report to the Board on its activities and future objectives.

9.3 The committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

10. Other Matters

10.1 The committee shall arrange for periodic reviews of its own performance and, at least every two years, review its terms of reference to ensure that it is operating effectively and recommend to the Board any changes it considers necessary.