

## Terms of Reference for the ICMCI Professional Standards Committee

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**Date of Final Draft:** 11.08.2016

**Date of approval by ICMCI Board:** 24.08.2016

### **Authority**

The Professional Standards Committee will be a standing committee of the Board responsible for the development and maintenance of certification standards including qualifications and the individual assessment process. The Committee shall recommend its terms of reference to the Board via the Secretariat for approval.

### **Purpose and Scope of the Professional Standards Committee**

#### **Main purpose:**

The mission of the Professional Standards Committee is to provide national institutes with professional standards and guidelines that promote excellence in the consulting profession.

#### **Supporting purposes and scope:**

The Professional Standards Committee is accountable for the development and maintenance of certification standards including qualifications and the individual assessment process.

In order to accomplish this it shall:

- Develop and maintain mandatory standards and advisory guidelines, including the requirements for overseeing strict adherence to these mandatory standards as well as the reporting requirements to ICMCI, for the practice of management consulting as a profession;
- Provide a framework wherein management consultants can monitor their own professional development;
- Develop and promulgate standards of professional ethics;
- Facilitate the involvement of Member Institutes in undertaking other professional practice matters as may arise from time to time and contribute towards ICMCI professional requirements.
- Report to ICMCI for any local / national peculiarities

#### **Key duties of the Professional Standards Committee**

1. Ongoing development, maintenance and promulgation of:
  - a. a code of ethics governing the conduct of the management consultants
  - b. a competency framework of evidence based standards of practice, practice guidelines and practice directives
  - c. Monitoring guidelines
2. Establishing and maintaining a process and priorities for identifying, creating and reviewing CMC Professional Standards of Conduct
3. Develop and promote registration standards and processes for the CMC certificate.

4. Establish and validate professional practice competencies assessments and assessment standards.
5. Develop, establish, and facilitate the process of professional development and maintenance of CMC competence standards and programs.
6. Submit an annual activity budget to the Treasurer via the Secretariat
7. To monitor and recommend relevant ISO and other standards and their applicability to ICMCI members and, where appropriate, to adapt ICMCI standards to conform to these standards.
8. To monitor good practice within ICMCI members and other professional institutes in respect of professional standards and where appropriate to accommodate these within ICMCI's own standards.

#### **Relationships with other committees**

The PSC reports to the Board.

The PSC liaises with the QAC in order to:

- Monitor the practical implementation of the standards it has developed
- Receive input on issues that need to be addressed

#### **Meetings**

The Professional Standards Committee shall meet by any means at their disposal on a predetermined schedule defined annually, supplemented by issue-focused meetings called as circumstances dictate.

#### **Reporting**

The Professional Standards Committee shall:

- Document its decisions and prepare minutes of its meetings, providing a copy to the Board and to all national bodies via the Secretariat within three weeks of the meeting.
- Report progress to the Board via the Secretariat in advance of each Board meeting.

#### **Committee Structure**

- **Number of members:** At least 5
- **Representation:** There should be at least one representative from each Hub.
- **Qualities required:** Members of the PSC should understand the policies, strategy and initiatives of ICMCI and should previously have been engaged with the development and management of consulting standards.

#### **Transparency and confidentiality**

All PSC conclusions are to be documented in the form of outputs and recommendations to the Board. Documents prepared by PSC may be disclosed to other parties after approval from the Board.

All PSC members must act with discretion, and maintain confidentiality of PSC discussions except as documented in outputs and recommendations to the Board.

#### **Quorum**

A quorum for any meeting shall be a simple majority of the current PSC members.

#### **Appointments to the Committee**

#### **Appointment/ Election of chair**

The appointment of the PSC chair will be made by the Board and in accordance with the approved Corporate Charter to ensure broad and beneficial contribution to the underlying objectives.

### **Succession and appointment of members**

The application and appointment of the PSC members should be made through the appointed Chair of the PSC, Vice Chair of the Board standing on the PSC and the Executive Director.

### **Termination and tenure/duration of appointments**

#### **Removal of non-performing members**

Any PSC member may be removed by the affirmative vote of a simple majority of members, whenever in its judgment the best interests of ICMCI will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment shall not of itself create contract rights.

#### **Duration of appointment**

PSC members shall be elected for a three year term.

#### **Rules and processes**

The rules fixed by the PSC to govern the conduct of its activities shall not be inconsistent with rules promulgated by the Assembly of Delegates.

## **CURRENT ACTIVITIES**

### **List of special projects relating to the function of the Committee:**

- Updating the standards to align with the ISO 17024 and its related requirements.
- The ISO project involvement through development/finalization/implementation of ISO 20700
- Maintenance and updating of the EN 16114 and its related requirements.
- Links to Academia and training bodies (e.g. AMCC Academic MC Courses)
- Academic fellow
- Recertification policy
- CMC Firm standards and update when required

### **Current list of members and roles:**

- Claudio Barella (PSC Chair)
- Brian Ing (PSC Member)
- Aneeta Madhok (PSC Member)
- Claudia Melchert-Strohmaier (PSC Member)
- Alexander Reincke Wendt (PSC Member)
- Jerald Savin (PSC Member)
- Nick Warn (PSC Member)
- Reema Nasser (ED ICMCI Exofficio)