

## The Professional Development and Standards Committee (PDSC)

### Terms of Reference

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#### Authority

The Professional Development and Standards Committee (PDSC) is an advisory committee of ICMCI, reporting to the Board of Directors.

It has no executive authority. In the event of any contradiction between these Terms of Reference and the Bylaws, the Bylaws shall prevail.

#### Purpose and Scope of the Professional Development and Standards Committee (PDSC)

##### *Main purpose:*

The PDSC is accountable to assist the Board of Directors in the development and maintenance of professional standards and guidelines that promote excellence in the management consulting profession and for management consultants, including awards, certifications, qualifications, and assessment processes. The Committee shall recommend its terms of reference to the Board via the Secretariat for approval.

##### *Scope:*

- Relevant bylaws and policies governing the PDSC
- Relevant policies
- Relevant Procedures
- Amendments

#### Key duties of the PDSC

1. Recommend to the Board of Directors, for their approval, any changes, updates and additions to the ICMCI professional standards, awards, and assessment processes;
2. 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;
3. Monitor examples of excellent practice within ICMCI members and other professional institutes in respect of professional standards and where appropriate accommodate these within ICMCI's own standards;
4. Submit an annual activity budget and regular activity reports to the Board of Directors, for approval;
5. Develop, establish, and facilitate the process of professional development and maintenance of CMC competence standards and programs including: -

- a) assessment standards and processes for the CMC certificate and other awards
  - b) a Code of Ethics and Professional Conduct governing the activities of management consultants
  - c) a Competence Framework of evidence-based standards of practice, practice guidelines and practice directives
  - d) a Body of Knowledge for professional practice
  - e) life-long learning and development of professionals
6. Review feedback from ICMCI member institutes on the standards, awards, and assessment and development processes, and report back to the Board of Directors with recommendations.

### Transparency and Confidentiality

All PDSC members must sign the ICMCI Code of Conduct, act with discretion, and maintain appropriate confidentiality of Committee discussions. All PDSC conclusions are to be documented in the form of outputs and recommendations to the Board. Documents prepared by PDSC may only be disclosed to other parties after approval from the Board.

**Note:** The Chair and committee members are appointed to these roles for their expertise. In these roles, they are carrying out ICMCI duties towards its vision and goals and are not representing their Institute.

### Relationships to other committees

#### The PDSC Committee, through its Chair:

- Collaborates with the Chair of the IQA in order to
  - a) Monitor the practical implementation of the standards it has developed
  - b) Receive input on issues that need to be addressed
  - c) Receive input on good practices noted during assessments
- Collaborates with Member Growth and Development Committee chair to
  - a) Monitor the practical implementation of the standards it has developed
  - b) Receive input on issues that need to be addressed like the awards model or the value proposition...etc.
- Collaborates with the Chair of the Academic Fellows Panel for any research or need of academic input
- Collaborates with the Marketing and Advocacy Workgroup to enable marketing the standards or products developed by the PDSC
- Collaborates with the Chair of the CMC-Firm and Appraisers Committee in order to
  - a) Monitor the practical implementation of the standards it has developed
  - b) Receive input on issues that need to be addressed

## **Relationship with Secretariat**

The PDSC has no authority to instruct or direct Secretariat staff. The Executive Director attends Committee meetings to provide coordinative advice for ICMCI strategy implementation and policy recommendations. The Committee may be asked by the Executive Director to provide insight or advice to the Executive Director with respect to Secretariat activities.

## **Reporting**

The PDSC shall:

- Ensure availability and presentation of updates and reports, including an annual report, at the request of the Board of Directors.
- Document its decisions and prepare minutes of its meetings, providing a copy to the Board of Directors via the Secretariat within one week of each meeting.

## **Meetings**

The PDSC shall meet at least once every two months, supplemented by issue-focused meetings called as circumstances dictate.

## **Quorum**

A quorum shall be a simple majority of members who have been appointed.

## **Committee Competencies**

The Members of the PDSC must hold the CMC Designation and should previously have been engaged with the development and management of professional standards.

## **Number of Members**

The Committee will be composed of a Chair, a Vice Chair, and up to seven (7) additional members. The Chair of ICMCI and the Executive Director are non-voting, ex-officio members of all Committees.

## **Representation**

The membership of the Committee shall include diverse representation, including different member Hub regions, and a range of sizes, years since inception, years as a Member IMC and so on.

## **Appointments to the Committee**

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

The Chair of the PDSC, in consultation with the Executive Director, shall propose the appointment of potential members of the PDSC to the Secretariat taking into account suitability and avoidance of any

conflict of interest. Members shall be appointed by a majority vote of the ICMCI Board of Directors.

The Chair, in consultation with committee members and the Executive Director shall appoint a Vice Chair who will normally succeed the current Chair.

Once decided, the list of all PDSC members will be updated on the website for the reference of IMC officers and Delegates.

### ***Appointment of Chair***

The Chair of PDSC shall be appointed by the Board.

In cases where the Chair of the Committee is not a Director of the ICMCI Board, the ICMCI Board shall appoint a liaison member of the Committee. The Committee shall decide whether the liaison is a voting or non-voting member.

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

#### ***Removal of members***

The PDSC Chair is accountable for the management of Committee performance. Non-performing members should be warned by the Committee Chair, and a clear request for performance improvement communicated documented via email. In the case of continued non-performance, the Chair may submit a request to the Board of Directors to remove that member, such decision to be made by a majority of the Board of Directors. The Board has the right, at any time, to terminate membership on the Committee.

#### ***Duration of appointment***

PDSC members can hold this position for three-year terms with a recommendation from the Chair and approval of the Board for every term.

### **Qualities required**

The skills and experience required on the Committee include:

- Understanding of the development and implementation of professional standards;
- Understanding of the strategy and initiatives of ICMCI;
- Understanding of the role and activities of an IMC;
- Appreciation of the mandate of a global federated organization;
- In good standing of the home IMC.

Approved by the Board on 2024 06 19