

## **CMBE Professional Standards Board Terms of Reference**

### **1. Purpose**

The CMBE Professional Standards Board is authorised:

- 1.1. To exercise all rights and retains all responsibilities under the scheme as devolved by the Chartered ABS Council.
- 1.2. To determine initial admission of subscribers to the scheme by setting out clear criteria for eligibility to operational CABS staff.
- 1.3. To monitor admission performance on a regular basis.
- 1.4. To adjudicate on admission to the scheme where pre-determined criteria are not met.
- 1.5. To determine and monitor the method for sampling annual CPD records of subscribers.
- 1.6. To review the standards set out in the scheme and recommend changes to the Chartered ABS Council in a regular and timely manner.
- 1.7. To determine clear criteria for suspension of subscription / mitigation for action by Chartered ABS staff.
- 1.8. To monitor suspension / mitigation actions on a regular basis.
- 1.9. To adjudicate on suspension / mitigation requests.
- 1.10. To respond to appeals (in the first instance) against Board decisions and to report all appeals to the Chartered ABS Council where appeals remain unsatisfied after 3 months or determination of the appeal by the Board, whichever is the sooner.
- 1.11. To investigate and adjudicate on any evidence forthcoming from subscribers under the Code of Conduct whistleblowing provision.
- 1.12. To investigate and adjudicate on reported breaches of the Code of Conduct and to apply sanctions as required.
- 1.13. To receive and review quarterly reports from the Chartered ABS staff pertaining to the operational details of the scheme.

### **2. Membership**

- 2.1. The Board comprises up to twelve (12) voting members (including the Chair) and up to three (3) non-voting members from Chartered ABS.
- 2.2. The Chair must be a person independent of the Chartered ABS and wider business school community.
- 2.3. At least three (3) members of the Board (including the Chair) must be independent of the Chartered ABS and wider Business School community.
- 2.4. Up to six (6) members of the Board will be drawn from Chartered ABS member schools and will be expected to have relevant experience and seniority.
- 2.5. The ex-officio members of the Board will be: The Chair of the Chartered ABS Learning, Teaching & Student Experience Committee (or nominee) and up to two members of Chartered ABS staff with responsibility for the administration of the scheme.
- 2.6. Members of the Board will serve for an initial 3-year period followed by a period of 1,2 or 3 years in order to maintain experience and to allow for timely retirements and replacements.
- 2.7. Academic members of the Board should normally meet the eligibility criteria for Certified Management & Business Educator

### **3. Meetings**

- 3.1. The Board will meet four (4) times a year.
- 3.2. Quorum for the Board is 2/3 of total voting members (6) provided at least one member present is an independent member.
- 3.3. Virtual Board meetings can be facilitated.
- 3.4. All meetings will be minuted.
- 3.5. Documentation relating to each meeting will be provided to members 1 week in advance of each meeting.

### **4. Reporting and Reviewing**

- 4.1. The Board will provide an annual report on its activities to the Chartered ABS Council.
- 4.2. The Board will provide an annual report and summary of activity to all scheme subscribers.
- 4.3. The Board will authorise publication of the directory of subscribers on an on-going basis.

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