

Professional Development Committee

Terms of Reference

1 Purpose:

The IRCM Professional Development Committee is a committee of the IRCM Board. Its role is to advise the Board on the standards of proficiency, competency framework, education and training accreditation, certificate of proficiency and CPD audit and to lead projects within these areas.

2 Membership & Attendance:

- The Committee shall be made up of a minimum of three committee members including a minimum of one Director, one lay member and two registrants.
- The Committee chair shall be a director of IRCM.
- The quorum shall be three.
- A meeting should only take place if a quorum is present, if it is not, the meeting must be adjourned and rescheduled.
- The Committee may co-opt such person(s) as it sees fit to ensure an appropriate balance of skills and experience. Co-opted persons will not be appointed Directors, form part of the quorum, or vote on decisions.
- The Operations Manager (or their equivalent) shall be invited to attend meetings. Other officers of IRCM (where appointed) shall be invited to attend meetings where relevant to the agenda.

3 Terms of Reference:

The Committee will:

- Review and provide advice on the standards of proficiency, competency framework and associated guidance, considering feedback and leading consultations where appropriate.
- Review and oversee the CPD audit process for registrants.
- Oversee the development, operation, and review of the certificate of proficiency.
- Establish, review and manage training accreditation.
- Review relevant guidance and feedback from the Professional Standards Authority and make recommendations in relation to this.
- Consider and advise the Board on any changes to policies falling within its remit.
- Ensure that IRCM's commitment to equality, diversity and inclusion is embedded into all aspects of its work.
- Collaborate with other committees when appropriate.

4 Voting:

- Decisions are to be made by a majority vote decided by a show of hands or a suitable alternative.
- In the event of an equality of votes, the Chair is entitled to an additional casting vote.

5 Reporting:

- The Committee Chair or the IRCM Director shall report to the Board on the Committee’s activities at each meeting.

6 Access:

- The committee may investigate any activity within its terms of reference and may seek information from directors, officers and suppliers of IRCM as well as any other third parties.
- The committee may request such professional advice as it requires subject to board approval of any expenditure.

6 Frequency:

- The committee will meet at least three times per year.

Version	Date	Amendments
1	08/10/23	
1.1	05/06/24	Minor amendments including add clarity about quorums and voting
<i>Review date: As required</i>		