

# ICMCI Annual Meeting of Delegates Amman, October 2023

## Secretary's Report



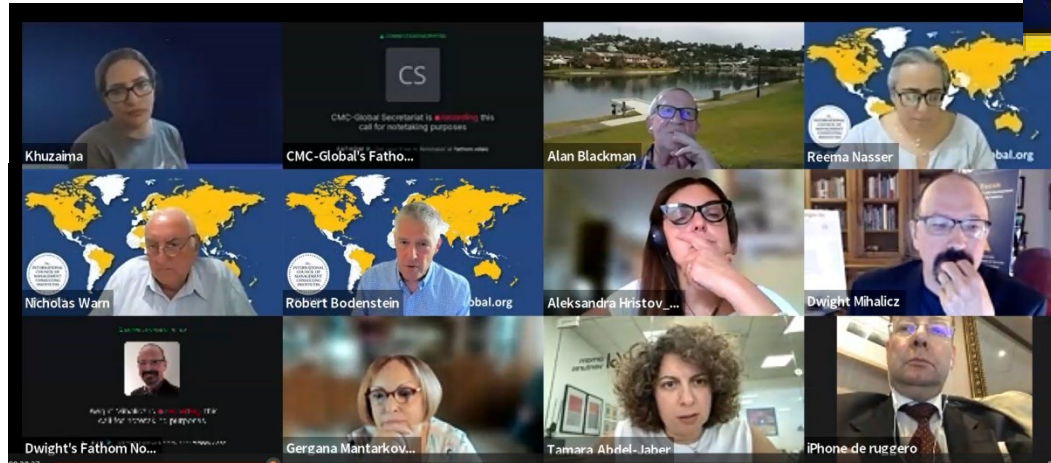
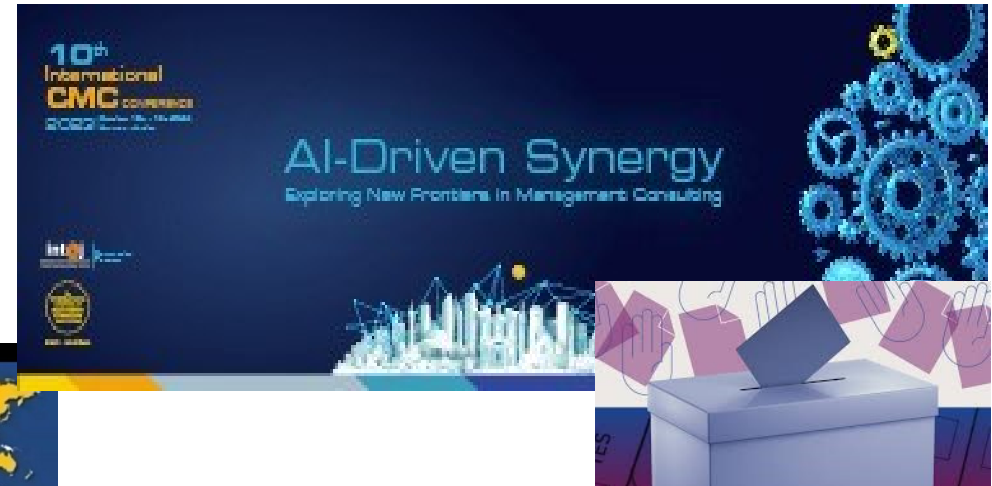
# ICMCI Annual Meeting of Delegates Amman, October 2023

## Secretary's Report





# The ICMI secretary's year



## MEETING MINUTES



# Face to face Board Meeting in Amman



BEST THINGS TO DO IN AMMAN





**Thank you!**

**شكراً**

**All Colleagues here at the meeting  
My fellow Board Members  
Reema and Khuzaima**



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# ICMCI Annual Meeting of Delegates Amman, October 2023

## Governance Recommendations and Bylaw Changes

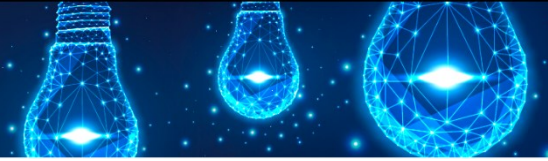


# Governance Recommendations and Bylaw changes



Rec #	Governance Recommendation	Relevant Bylaw ARTICLE and Section	Action
9	The ICMCI Bylaws should be reviewed: <ul style="list-style-type: none"> <li>• identify Standing Committees in Bylaws</li> <li>• flexibility of the Board for Task Forces</li> </ul>	ARTICLE IX: The Board, and Committees of the Board Section 1. The Board.	Bylaw change Resolution # 6
10	Two Standing Committees required by the Assembly of Delegates, reporting to the Board <ol style="list-style-type: none"> <li>Governance and Nominations Committee</li> <li>Finance and Audit Committee</li> </ol>	ARTICLE IX: The Board, and Committees of the Board - Section 7. Standing Committees of Delegates.	Bylaw change Resolution # 7
32	Assembly of Delegates has authority to create Standing Committees or Task Forces with implementation handed to Executive Director.	ARTICLE VII: Assembly of Delegates Section 4. Standing Committees and Task Forces of Delegates.	Bylaw change Resolution # 10
45	The following Board level Standing Committees established: <ol style="list-style-type: none"> <li>Institute Quality Assurance</li> <li>Member Acquisition and Development</li> <li>Education, Learning and Development</li> </ol>	ARTICLE IX: The Board, and Committees of the Board - Section 2,3,4. Removal of Standing Committees of the Board and renumbering of subsequent sections	Bylaw change Resolution # 7 Resolution # 11
46	Each Standing Committee chaired by a Director of the Board		

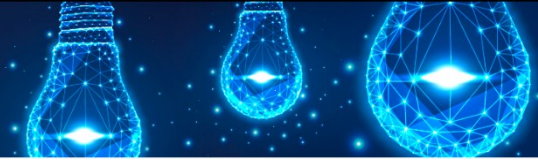
# Governance Recommendations and Bylaw changes



Rec #	Recommendation	Relevant Bylaw ARTICLE and Section	Action
13	The Governance and Nominations Committee (GNC) given authority to oversee the governance practices of ICMCI	ARTICLE IX: The Board, and Committees of the Board - Section 5. Governance and Nominations Committee  (change of name)	Bylaw change  Resolution # 8  Resolution # 13
11	The GNC chaired by the Immediate Past Chair.		
11a	The GNC shall have 8 members: <ul style="list-style-type: none"> <li>• a Chair who is the Immediate Past Chair or a Past Chair</li> <li>• the Chair of ICMCI</li> <li>• six additional members with duties documented in Terms of Reference for the Committee and approved by the Board.</li> <li>• Executive Director shall also attend committee meetings in an Ex Officio capacity.</li> </ul>		



# Governance Recommendations and Bylaw changes



Rec #	Recommendation	Relevant Bylaw ARTICLE and Section	Action
12	The Finance and Audit Committee will be chaired by the Treasurer.	ARTICLE IX: The Board, and Committees of the Board - Section 6. Finance and Audit Committee	Bylaw change  Resolution # 9
25	The Bylaws updated to reflect the enhanced duties of the newly named Finance and Audit Committee.		
23	The Finance Committee given the authority to oversee the financial and audit practices of ICMCI and renamed the Finance and Audit Committee.		
24	The Finance and Audit Committee required, through its Terms of Reference, to report annually to the Assembly of Delegates on its activities throughout the year, and the health of ICMCI's finances and its audit process.		
58	When updating the Finance Committee Terms of Reference to the newly named Finance and Audit Committee, accountability for risk management activities should be spelled out.		

# Governance Recommendations and Bylaw changes



Rec #	Recommendation	Relevant Bylaw ARTICLE and Section	Action
2	Create Terms of reference for the Assembly of Delegates	ARTICLE VII Assembly of delegates - Section 1. General Powers	Bylaw change Resolution # 5
48	The Assembly of Delegates has the authority to name Task Forces		
38	Any volunteers carrying out operational work fall under the authority of the Executive Director.	ARTICLE IX: The Board, and Committees of the Board - New Section 7	Bylaw change Resolution # 12
39	Any volunteers carrying out governance / strategic work, fall under the authority of the Board, as overseen by Governance and Nominations Committee with the support of the Executive Director.		
4	Update the Bylaws to clarify the accountability and authority of the Board, and the duties of Officers and Directors of the Board.	ARTICLE IX: The Board, and Committees of the Board - Section 1. The Board.	Bylaw change Resolution # 6

# Governance Recommendations and Bylaw changes



Rec #	Recommendation	Relevant Bylaw ARTICLE and Section	Action
7	Review and update the Bylaws sections and role descriptions for the roles of Chair, Secretary, Treasurer, Past Chair, and Directors-at-Large.	ARTICLE X: Directors of the Board – Sections 5-10	Bylaw change Resolution # 14
15	The Bylaws and Charter should be updated to reflect the enhanced duties of the newly named Governance and Nominations Committee.	ARTICLE IX: The Board, and Committees of the Board - Section 5. Governance and Nominations Committee	Bylaw change Resolutions # 8 & 13
28	The Board should put in place a policy that enables the independent oversight of ISO 17024 certification, in accordance with the ISO 17011 standard.	ARTICLE IX: The Board, and Committees of the Board – as part of Sections 2,3 & 4 being removed QAC becomes Institute Quality Assurance – an independent Accreditation Body.	Bylaw change Resolution # 7





Thank you!

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