# Institute Quality Assurance (IQA)
# Terms of Reference

## Authority

IQA is an independent body of ICMCI, reporting directly to the ICMCI Board. It has the authority to approve accreditation of IMCs and other similar certification bodies to the current version of ISO 17024 Standard and other certification schemes developed and maintained by ICMCI – e.g. CMC.

## Purpose and Scope of the IQA

*Main purpose:*

To assure the highest professional management consultancy standards among member IMCs and other bodies following an ICMCI scheme using CMC Standards.

*Scope:*

IQA undertakes accreditation activities in compliance with the requirements of the current version of ISO 17011 - *Conformity Assessment – Requirements for accreditation bodies accrediting conformity assessment bodies.*

IQA is responsible for managing the accreditation schemes adopted by ICMCI

IQA is responsible for training, developing and managing competent accreditation assessors

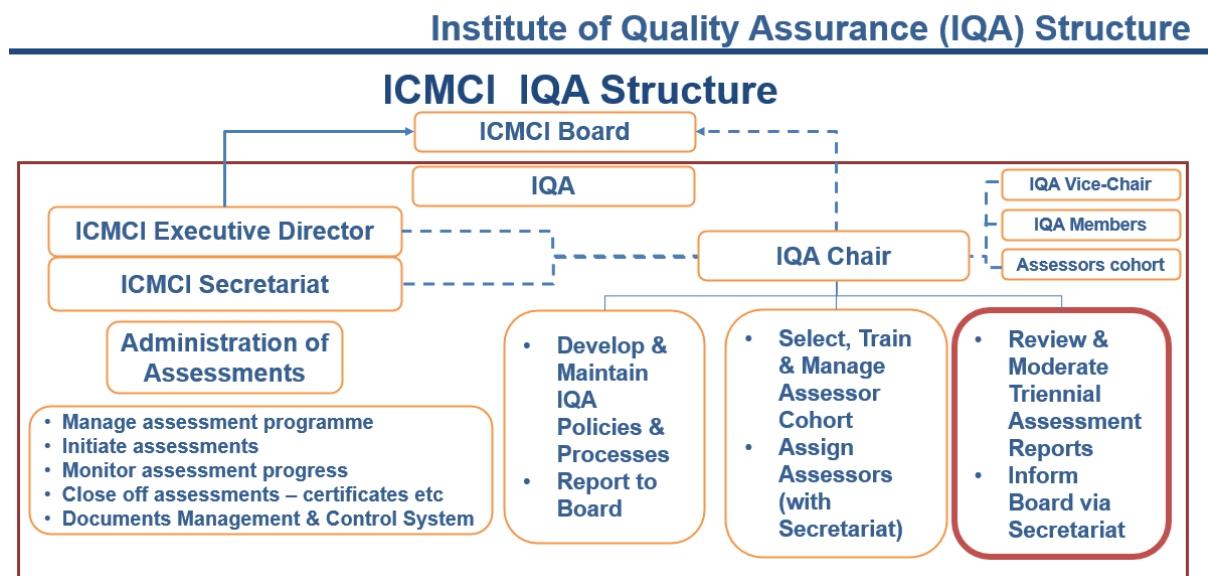IQA operates in accordance with policies regulating its:

- Structure, governance and management
- Impartiality, transparency and confidentiality (code of conduct)
- Personnel and competence
- Accreditation processes

## Key duties of the IQA

1. To oversee assessment of member IMCs and other organisations as ISO 17024:2012 certification bodies;

2. To oversee the assessment of IMCs and other organisations as certification bodies against the Scheme for CMC Certification or any other Scheme developed by ICMCI;

3. To develop and implement Assessment Plans and an Assessors cohort;

4. To continuously review the work of IQA and consider any changes that may affect that work.

**Note:** The Chair and IQA 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.

**IQA Structure**



## Institute of Quality Assurance (IQA) Structure

**ICMCI IQA Structure**

ICMCI Board

IQA

ICMCI Executive Director

ICMCI Secretariat

IQA Vice-Chair

IQA Members

Assessors cohort

IQA Chair

Administration of Assessments

- Manage assessment programme
- Initiate assessments
- Monitor assessment progress
- Close off assessments – certificates etc
- Documents Management & Control System

- Develop & Maintain IQA Policies & Processes
- Report to Board

- Select, Train & Manage Assessor Cohort
- Assign Assessors (with Secretariat)

- Review & Moderate Triennial Assessment Reports
- Inform Board via Secretariat

## Assessors and Co-assessors

Assessors are appointed by the IQA. Assessors will need to comply with training and evaluation requirements designed and determined by IQA

## Relationships to other committees

The IQA, through its Chair collaborates with the Chair of the Professional Standards Committee on the development of accreditation schemes and standards and for opportunities for improvement.

## Relationship with Secretariat

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.

The Executive Director is delegated goals and work objectives directly by the Board of Directors. Any Secretariat resource requirements of the IQA should be requested from the Board so appropriate priorities can be set.

## Reporting

The IQA shall:

- Ensure prompt submission of 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 IQA shall meet at least once every two months, by teleconference.

## Quorum

A quorum shall be two thirds majority of voting members who have been appointed.

## The IQA Competencies

The Members of the IQA should have a proven track record within ICMCI, demonstrate knowledge on the policies of ICMCI and have the skills to assess other professional bodies.

## Number of Members

The IQA will be composed of a Chair, a Vice-Chair and up to five additional members. The Chair of ICMCI and the Executive Director, are non-voting, ex-officio members of all Committees and the IQA.

## Representation

The membership of the IQA shall include diverse representation from different member Hub regions, range of member IMC sizes and years of membership.

## Appointments to the IQA

### *Succession and appointment of members*

The Chair of IQA, in consultation with the Executive Director, shall propose appointees for membership on IQA to the Secretariat. Members shall be appointed by a majority vote of the ICMCI Board of Directors.

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

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

### *Appointment of chair*

The Chair of IQA shall be appointed by the Board.

In cases where the Chair of the IQA is not a Director of the ICMCI Board, the ICMCI Board shall appoint a liaison member of the IQA. The IQA shall decide whether the liaison is a voting or non-voting member. Termination and tenure/duration of appointments.

### *Removal of members*

The IQA Chair is accountable for the management of the IQA performance. Non-performing members should be warned by the IQA 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 IQA.

*Duration of appointment*

The IQA Chair and Vice Chair shall hold these positions for a three-year term with the option to stand for one further term subject to election by the IQA members.

IQA members shall hold this position for a three-year term with the option to stand for further terms subject to the approval of the IQA Chair in consultation with Executive Director.

## Qualities expected of IQA members

- Ability to plan and coordinate;

- Good communication skills;

- 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;

Be in good standing of their home IMC.

Approved by the Board 2023 08 15