



Chartered Professional Program Committee (CPPC): Terms of Reference

Purpose

The Chartered Professional Program Committee provides governance for the Chartered Professional Program of the AusIMM.

The Chartered Professional Program Committee will report to the Chief Executive Officer of the AusIMM under authority delegated by the Board.

Terms of Reference

1. Oversee the Chartered Professional Program and provide governance to ensure the program is compliant with the AusIMM Charter and By Laws, and the Chartered Professional Regulations and Guidelines.
2. Make recommendations on Chartered Professional Program strategic direction to the AusIMM Board.
3. Make recommendations for amendments to the Chartered Professional Regulations to the AusIMM Board.
4. Create and review CP program policies and processes.
5. Appoint and maintain a sufficient number of Chartered Professional members as Assessors in various disciplines to achieve application assessments and professional development reviews in a timely manner.
6. Consider for ratification the outcomes of application assessments and professional development reviews.
7. Consider and decide the outcome of any special consideration requests.
8. Consider and decide the outcome of an application assessments or professional development review following an Assessor disagreement.
9. Monitor the performance of Assessors by performing quality assurance audits, or delegating these audits to experienced Assessors.
10. Liaise with stakeholders to promote and support the program.
11. Form sub-committees as required.
12. Report on the Chartered Professional Program to the CEO and AusIMM Board, including regular reports on memberships and budget.

CPPC Membership

- 1) The Chartered Professional Program Committee shall be constituted with a minimum of six (6) and maximum of (9) Chartered Professional members being:
 - a. One member from each of the six (6) Chartered Professional disciplines, who has been a CP for a minimum of five (5) years. Each member will be nominated from and elected by the AusIMM's Chartered Professionals.
 - b. A Chair and a Deputy Chair and/or Immediate Past Chair of the CPPC if they are not in the six (6) members specified above because their elected terms have been completed.
 - c. The Chief Executive Officer of the AusIMM (ex-officio member), who shall abstain from voting in any matters relating to Chartered Professional accreditation or policy in order to administer any appeals that may arise from the committee's activities.
 - d. A Registrar appointed by the AusIMM Chief Executive Officer who will be a non-voting ex-officio member of the CPPC and responsible for Secretariat services.
 - e. The Board may appoint a member with specialist skills from time to time.
- 2) The elected members of the CPPC will serve for a period of three years from 1 January. One third of the elected members of the CPPC will retire in any year. A retiring member will be



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eligible for re-election once and may not stand for re-election following the completion of two full terms until at least one (1) year has passed, and then may only seek re-election when their discipline next has a vacancy. Any casual vacancy filled prior to the start of the first full term is not an impediment to that member standing for a second consecutive term.

- 3) A Deputy Chair will be elected by the CPPC from CPPC members every two (2) years. The Deputy Chair will be in this role for one (1) year, then will be Committee Chair for two (2) years followed by one (1) year as Immediate Past Chair.
- 4) This clause only has effect regarding the make-up of the inaugural CPPC from 1 January 2018:
 - a. The incumbent Chair of the Chartered Professional Board will be appointed Chair of the CPPC for a one year term and will not stand for re-appointment as Chair but will become Immediate Past Chair in 2019.
 - b. In addition to the appointed Chair, one person from each of the six (6) disciplines will be elected.
 - c. Candidates may nominate for one discipline only and must identify as experienced (Assessor/Chartered Professional Board experience) or not experienced (CP for at least 5 years but no Assessor/Chartered Professional Board experience).
 - d. There will be a minimum of two (2) CP Board experienced people and two (2) non CP Board experienced people elected. The other two (2) members can have CP Board experience or not. To ensure this occurs fairly this procedure will be followed:
 - i. **Successful candidate 1** will be the candidate (experienced or otherwise) with the most votes.
 - ii. *Other candidates from Successful candidate 1's discipline will then be excluded from consideration.*
 - iii. **Successful candidate 2** will be the candidate (experienced or otherwise) with the next most votes.
 - iv. *Other candidates from Successful candidate 2's discipline will then be excluded from consideration.*
 - v. If Successful candidate 1 and 2 are a mix of experienced and inexperienced, steps iii. and iv. will be repeated to elect **Successful candidate 3**.
 - vi. If Successful candidate 1 and 2 are both experienced or both inexperienced (two in one category), the remaining candidates from that category of experience will be set aside, and **Successful candidate 3** will be the candidate with the most votes from the remaining candidates.
 - vii. *Other candidates from Successful candidate 3's discipline will then be excluded from consideration.*
 - viii. **Successful candidate 4** will be the candidate with the most number of votes from the remaining unfilled category (experienced or otherwise).
 - ix. *Other candidates from Successful candidate 4's discipline will then be excluded from consideration.*
 - x. As the remaining two (2) candidates can be experienced or otherwise, all candidates in the remaining two (2) disciplines can be considered.
 - xi. **Successful candidate 5** will be the candidate with the most number of votes from the remaining two disciplines.
 - xii. *Other candidates from Successful candidate 5's discipline will then be excluded from consideration.*
 - xiii. **Successful candidate 6** will be the candidate with the most number of votes from the remaining discipline.
 - e. To determine term lengths for the inaugural committee members, the two (2) candidates having the highest number of votes will be elected for three (3) year



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terms, the two (2) with the next highest votes will be elected to two (2) years, and the remaining two (2) members will be elected for one (1) year.

- f. The committee may co-opt up to two (2) additional members to address any experience gaps.
 - g. A Deputy Chair will be elected by the inaugural CPPC and as per Clause 3 that person will become Chair after one year. The next election for a Deputy Chair will be for the year 2020 and from then on Clause 3 shall apply.
- 5) Nominations for membership of the CPPC will be called no later than 1 September and will be accepted no later than 30 September in each year for each vacating discipline (two per year). Nominations must be sponsored in writing by three (3) AusIMM Chartered Professionals, of which at least one must be within the relevant Chartered Professional discipline.
 - 6) Members of the CPPC shall be elected by a secret electronic ballot of all registered AusIMM Chartered Professionals. The ballot will close on 30 November of each year, or another earlier date as the CPPC may determine. The candidates receiving the largest number of votes in their nominated discipline will be elected. An independent Returning Officer will determine the results of the ballot.
 - 7) Any casual vacancy (due to resignation, retirement etc.) may be filled by the CPPC until the next election with a Chartered Professional of the relevant discipline. At the next voting period, the remainder of the casual vacancy term (if any) must be filled by voting for a partial term.
 - 8) Should a CPPC member be unable to fulfil their duties and fails to resign or obtain leave, the CPPC may, after due warning, remove that member and fill the resulting casual vacancy.
 - 9) Members of the CPPC must declare to their colleagues any potential real or perceived conflicts of interest in being a party to considering each matter, and must excuse themselves where appropriate. If the Committee is unable to achieve a quorum due to the enactment of this provision, the CPPC may appoint additional members for the purposes of dealing with the relevant matter.
 - 10) Members of the CPPC will resign their CP Assessor role while on the committee.

Frequency of meetings

The CPPC shall meet at least six times per year.

Quorum

The quorum for meetings shall be 50 per cent of the committee members plus one. In the absence of a quorum a meeting shall be adjourned.

Secretariat

Registrar, AusIMM Services