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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