

Recertification Audit Committee

Terms of Reference

Date: _____

Mandate and Purpose

The Committee is responsible for reviewing the recertification audit process as well as applying the recertification audit process consistently across all certified members of the HRMAM. The Committee is to review at least 3% of the recertification logs submitted annually and verify the accuracy of the information.

Responsibilities

- ❖ Provide recommendations to periodically streamline the recertification audit process
- ❖ Once a year, randomly select at least 3% of recertified members for audit
- ❖ Create a template letter to notify selected members about the audit; members are to provide audit documentation to the Committee within one month
- ❖ Review submitted recertification applications and confirm accuracy and validation of content
- ❖ Contact members for further information where necessary
- ❖ Provide interpretation of the recertification log as required
- ❖ Communicate the audit decisions of pass or failure to audited members within 6 weeks
- ❖ Establish & maintain effective communication flows with the certified members, the HRMAM Board and the HRMAM designated staff
- ❖ Provide recommendations for extensions as required for audits to the designated HRMAM staff
- ❖ Provide recommendations to the Board through the designated HRMAM staff regarding CHRP revocation for failed audits

Limitations

- ❖ The CEO acts as the CHRP Registrar. The Registrar has the authority to override a committee decision in the infrequent occurrence that conditions warrant.

Composition

The Committee Chair and members will be appointed by the Board of Directors on the recommendation of the Nominating Committee. 3 CHRP members in good standing (including the Chair) who have gone through the recertification process at minimum 2 times will be required. You will enjoy participating on this committee if you are able to commit up to 3 evenings per year. Each meeting will last up to 4 hours. The time commitment and ability to meet at the HRMAM office is critical in order to deliver on HRMAM's promise to membership regarding turnaround time.

Term

Committee members may serve up to 3 consecutive years. A committee member may serve an additional 1 year as Chair.

Roles

Staff Liaison: This position is a member of the HRMAM staff assigned by the CEO to provide support to the committee's process. The Staff Liaison is the first point of contact for the Chair. The Staff Liaison is accountable to the CEO for ensuring that the logs forwarded to the committee have been completed and for providing support to the committee. The Staff Liaison duties are as follows:

- Support the committee in completing its audits
- Coordinate communications with audited members on behalf of the committee members
- Randomly select the audited members for each year
- Set or suggest content for the agendas for each meeting

Chair: The Chair is accountable to the CEO. The Chair's duties are as follows:

- Schedule or reschedule meetings as required.
- Set the agenda for meetings
- Chair meetings held by the committee
- Give final approval to audits that have been approved by the committee
- Audit his/her own portion of the logs
- Ensure that the committee reviews logs in a timely manner
- Make suggestions regarding process to the Registrar (CEO).
- Act as a tie-breaker when two reviewers disagree on the decision of the review. The Chair determines what information may be missing from the logs and liaises with staff to obtain the information from the member.
- Ensure that the committee is functioning appropriately and completing their duties within the prescribed timeline.

Committee Members: The Committee members are appointed by the Board of Directors. They participate in the responsibilities of the committee as listed above. The Committee Members are accountable to the Committee Chair. The Committee duties are as follows:

- Audit logs that have been assigned
- Communicate with audited members in a constructive, supportive manner to ensure the audit is as positive an experience as possible
- Participate in face to face and electronic meetings
- Advise the staff on the recertification process, audit process and the recertification log
- On a rotating basis, take the minutes for committee meetings and teleconferences

Registrar (CEO): The Registrar (CEO) is accountable to the Board of Directors to ensure that the audits are done; members are notified of the results within the defined timelines. The Registrar must report anomalies to the Board of Directors.

Commitment

Meet in person at the HRMAM office 2-3 times per year. Meetings will last up to 4 hours.

Conflict of Interest – HRMAM Board Policy

A conflict exists at any time when an individual's judgement is impaired due to other factors. It is the responsibility of the individual to self-declare any potential conflicts. The potential for real and perceived conflict of interest exists in not only the Board, but with members who participate on committees. This policy applies to both board and committee members.

- Board and Committee Members must avoid conflict of interest with respect to their responsibility:
 - There must be no self-dealing or any conduct of private business or personal services between any Board member and the Association except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - When the Board or a Committee is to decide on an issue, about which a member has an unavoidable conflict of interest, that member shall absent her or him without comment from not only the vote, but the deliberation as well.
 - Board Members must not use their positions to obtain employment for them, family members, or close associates. Should a member desire employment, he or she must first resign.
 - Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.

- Any Board member or Committee member serving on an awards committee or any Board member where the Board is making the selection must remove themselves from the deliberation and the decision when the potential nominee or recipient is:
 - The owner, employer or the employee of the board or committee member;
 - A work colleague of the board or committee member;
 - A family member of the board or committee member; and
 - Any other situation identified by the Board or Committee where an individual's objectivity may be impaired.
- The above would apply in the following situations:
 - Choosing speakers
 - Awarding contracts/choosing service providers
 - Selecting award recipients
 - Member discipline, accreditation and assessment
 - Creating strategic partnerships
- It is incumbent on an individual board member or committee member to remove him or herself from any discussion and decision when he or she feels that objectivity is impaired; and
- Should it be unclear as to whether a real or perceived conflict of interest exists, the decision will be made by vote of the Board or Committee.