



Professional Standards Committee

Purpose of the Committee

Based on authority granted by the Board of Directors, the Professional Standards Committee is an investigative and disciplinary body that has been charged with investigating and assessing penalties to Members who breach AMBA's Code of Conduct.

Committee Type

Standing Board Committee

Scope

- Review, provide guidance and/or recommend to the Governance Committee for improvement on Code of Conduct policies and practices.
- Investigate allegations of Code of Conduct violations that meet the threshold of moderate or major.
- Provide feedback to the Governance Committee on investigative policies and practices.
- Complete Investigative Reports and submit to the Board of Directors and CEO.
- Provide recommendations to the Board of Directors for remedies/penalties related to cases as necessary.
- Provide feedback to the CEO and/or Board of Directors on practice issues which may require additional education or training for Members.
- Oversee the development of consent agreements in applicable cases.

Duties

- 1) Attend scheduled meetings; attend the AGM;
- 2) Be familiar with AMBA's existing governance framework;
- 3) Arrive on time and be prepared to participate;
- 4) Read any material received prior to the meeting, including financial statements;
- 5) Accept your share of delegated work;
- 6) Remain impartial and consider all evidence and information fairly

Accountability & Reporting

- The Committee is accountable and reports to the Board of Directors.
- Committee members report to the Chair of the Committee

Meetings

Regular meetings will occur a minimum of 4 times annually. Ad hoc meetings may be called to address a complaint, or a report, as needed.



Confidentiality

Matters discussed in the Committee are deemed confidential until a decision has been made or an action item has been approved, at which point it will be communicated via official AMBA channels as appropriate.

Term Limits

A maximum term limit is four consecutive years.

Average Time Commitment

- 18-20 hours per year (meetings only);
- 1-2 hours preparation pre-meeting;
- Regular meetings are held quarterly; ad hoc meetings will be scheduled as needed.

Voting

Business arising at any meeting of this Committee shall be decided by a majority of votes. The Committee Chair shall not have a vote except in the case of a tie. No Committee member shall be entitled to vote by proxy. The CEO does not have voting powers.

Quorum

A quorum of the Committee in order to vote to make a recommendation to the Board of Directors shall consist of more than 50% of the voting membership of the Committee.

Resources

Resources and support services will be provided through the office of the CEO.