

Membership & Qualifications Committee – Terms of Reference

Delegated Authority – Scheme of Delegation

	Description	Source(s)	Decisions reserved for Board	Decisions delegated to	Comments
9	Make, amend or revoke Institution Regulations.	BL47 BL51	Yes		The Board will seek and consider recommendations from the GC and where relevant other Committees of the Board (MQC / MEC / LSC) and Congress.
10	Make and keep current the Code of Professional Conduct, requiring all members to conform to it, and publish Disciplinary Regulations for its enforcement.	BL48	Yes		The Board will seek and consider recommendations from the GC and where relevant other Committees of the Board (MQC / MEC / LSC) and Congress.
26	Set out the classes of membership.	RC13 BL2	Yes		The Board will seek and consider recommendations from the MQC.
28	Prescribe membership qualification Requirements.	BL9b RC14 BL17 BL19	Yes		The Board will ask the MQC to draft Regulations for the approval of the Board.
#	Specify examinations or assessments conducted.	BL 18	No	MQC	The Board will ask the MQC to specify and maintain standards.

29	Examine or assess candidates for election to membership.	RC3c	No	a. MQC b. CEO c. Board	a. Professionally qualified / Associate (ICP) b. Associate (not ICP) / Affiliate (including Students) c. Honorary Fellow
30	Approve applications for admission to membership of any class or transfer from membership of one class to another.	BL25 BL31	No	a. MQC b. CEO c. Board	a. Professionally qualified / Associate (ICP) b. Associate (not ICP) / Affiliate (including Students) c. Honorary Fellow
31	Refuse any application for membership of any class or transfer to any class of membership.	BL14 BL15	No	MQC	
34	Agree contracts with third-party registration bodies.	BL13	Yes		The Board will seek and consider recommendations from the MQC.
#	Comply with third-party registration body regulations.		No	CEO	The MQC will provide assurance to the Board.

Purpose

The Membership & Qualifications Committee (**'MQC'**) is responsible to the Board of Trustees (the **'Board'**) for the role of the Institution as a qualifying body. On behalf of the Board and in accordance with the Royal Charter, By-laws and Regulations, the MQC is responsible for the following:

- The establishment and maintenance of professional standards.
- In line with the Scheme of Delegation, the examination/assessment of candidates for membership/registration and subsequent approval/refusal of applications for admission to membership/registration. This includes accreditation activities, which represent (partial) exemption within the registration process.
- Making recommendations regarding Regulations, the Code of Professional Conduct, classes of membership, membership requirements and agreements with third party registration bodies.
- Providing assurance of compliance with IChemE and Regulator regulations and guidance to the Board and IChemE's Audit & Risk Committee.

Duties and responsibilities

The MQC shall carry out the duties detailed below.

The MQC shall ensure appropriate oversight of:

- the exercise of the powers delegated by the Board by assessing and approving or rejecting applications for admission to membership or transferring from membership of one class to another in a manner that is compliant with but does not unnecessarily exceed IChemE by-laws and guidance. This includes providing assurance to the Board that management systems are in place to ensure that compliance is established and maintained;
- the accreditation of academic programmes and employer training schemes and accreditation or approval of apprenticeships in a manner that is compliant with but does not unnecessarily exceed IChemE and Regulator regulations and guidance, so providing assurance to the Board that management systems are in place to ensure that compliance is established and maintained;
- the registration of members with third-party registration bodies; providing assurance to the Board that management systems are in place to ensure that compliance is established and maintained;
- the sampling of CPD peer review activity in accordance with appropriate and relevant requirements;
- the maintenance of close and effective contact with the professional registration boards or other bodies relevant to the professional standing of members; this includes, but is not limited to, responding to consultations and reviewing potential changes driven by the Regulators, or trends within the industry.

The MQC shall specifically:

- support the Director of Qualifications in the delivery of the Business Plan so delivering towards the strategic aims of the institution;
- consider potential plagiarism cases in line with IChemE's policy.

Sub-Committees

The MQC shall exercise part of its remit through the Education Subcommittee ('EdSub'), the Professional Development Subcommittee ('PDSUB'), the Registration Subcommittee ('RSub') and the Appeals Panel. The MQC shall be responsible for overseeing the activity of these Sub-Committees and approving recommendations made on items delegated to them for consideration.

The MQC shall monitor and assure itself that the Sub-Committees and any of their respective Sub-Panels are configured and operating in ways which are effective and efficient. This includes but is not necessarily limited to:

- ensuring that the Sub-Committees and Sub-Panels are fit for purpose and operating in accordance with their Terms of Reference (the Terms of Reference shall be drafted by the Director of Qualifications in consultation with the MQC and ratified by the Governance Committee or Board);

- ensuring that Sub-Committees and Sub-Panels comply at all times with regulations and requirements of IChemE and other relevant bodies, including but not limited to the Engineering Council, Science Council and Society of the Environment as Regulatory bodies;
- upholding standards while ensuring inclusive and open policies and practices;
- overseeing appropriate training and management of Sub-Committee and Sub-Panel members, and the broader assessor pool.

Membership

The membership of the MQC shall comprise:

- Chair: VP Qualifications (ex-officio)
- Director of Qualifications (IChemE employee)
- Chair of EdSub Committee (ex-officio)
- Chair of PDSUB Committee (ex-officio)
- Chair of RSub Committee (ex-officio)
- Chair of Appeals Panel (ex-officio)
- A Board representative
- An Early Career member
- Up to three other members as appropriate
- Head of Qualifications Services (IChemE employee)
- Professional Standards Manager (IChemE employee)

The Chair's term and the term of the Board representative shall coincide with their respective terms in office as Trustees. Ex-officio members' terms shall coincide with their respective terms in office.

The co-opted members of MQC (Early Career Member and up to three other members) shall be appointed following an open process, with recommendations made by a selection panel to the Nominations Committee for ratification and quality assurance. The selection panel shall work actively to deliver a diverse and representative Committee.

The selection panel shall comprise the VP Qualifications, the Director of Qualifications, and two other members of the MQC or other appropriate individuals.

The term for co-opted members shall normally be three years and may be renewed for a further term of up to three years with the approval of the Nominations Committee. The Nominations Committee may vary the terms of office to ensure an appropriate balance of circulation and continuity of Committee membership.

The Board representative has a role of providing appropriate challenge and oversight, particularly in terms of adherence to appropriate regulatory requirements, and shall report where necessary to IChemE's Audit & Risk Committee on matters of compliance or non-compliance.

IChemE employees are non-voting members of the Committee.

All MQC members should have, with appropriate training and support:

- an understanding of IChemE's membership grades and accreditation/approval offerings and their respective requirements;
- an appropriate level of knowledge of IChemE's Royal Charter, By-laws, Regulations and Regulator regulations and guidance;
- a keen interest in developments within the profession pertaining to membership, registration and accreditation/approval.

All MQC members, other than IChemE Employees, are volunteers of the Institution and are expected to adhere to the Volunteer Conduct Principles and must have regard to the policies and procedures set out in the Volunteer Handbook.

If any member fails to attend three Committee meetings in a row, the Chair may require the member to retire.

Meetings

The MQC shall usually meet four times a year but may meet more often as business demands.

The meetings shall normally be held virtually and shall be scheduled to facilitate the attendance of the Committee's global membership.

Non-committee members may attend part(s) of the meeting with the agreement of the Chair.

The meetings shall be quorate if at least six members of the MQC are in attendance, which must include the Chair, the Chairs (or a nominated deputy) of the EdSub, PDSUB and RSub Committees, and the Director of Qualifications (or a nominated deputy).

Operating cycle

Meeting agendas allow for focus on, but shall not be limited to, the following key activities:

Meeting 1	Director of Qualifications to present the Business Plan for the year; Sub-Committee plans to support this are established.
Meeting 2	Business Plan review; deep dive RSub activity report.
Meeting 3	Business Plan review; deep dive EdSub activity report.
Meeting 4	Business Plan summary review and early view of coming year: deep dive PDSUB activity report.

At each meeting, Regulator regulation and guidance updates shall be provided. Where required, any updates may be circulated by email to Committee members in between meetings.

Decisions

When unanimous agreement on an issue cannot be achieved, the Chair can put the matter to a vote. A decision can be taken with the support of a simple majority of those present and voting. If the votes are evenly cast, the Chair may have in addition to their own vote, a further casting vote.

Record of meetings

A formal record of the proceedings and decisions taken at Committee meetings shall be kept by the MQC secretariat. Committee information such as meeting proceedings and papers shall be considered to be 'Open' in accordance with IChemE's Privacy Designations policy and may be made available in the members' area of IChemE's website unless designated as 'Private and Confidential' or 'Reserved'.

Reporting responsibilities

The MQC Chair shall report formally to the Board on its proceedings after each meeting on all matters within its duties and responsibilities and shall also formally report to the Board on how it has discharged its responsibilities.

The MQC shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

Other matters

The MQC shall:

- have access to appropriate resources to carry out its duties;
- be provided with, and expected to engage actively with, appropriate training in the form of an induction programme for new members and on an ongoing basis for all members;
- give due consideration to laws, regulations and any published guidelines or recommendations of the Charity Commission or other applicable rules and regulations as appropriate;
- arrange for periodic review of its own performance, and at least annually review the Terms of Reference for the MQC and its Sub-Committees and Sub-Panels, to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Board for approval;
- report major concerns and outputs of audit activity to the Audit & Risk Committee.

Approved by:	Board of Trustees
Approval date:	August 2024
Date of next review:	August 2025
Version control:	V 1.0