

cabe

chartered
association
of building
engineers

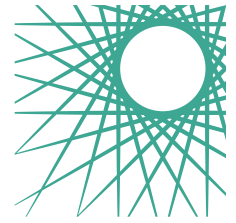
MPSC Terms of Reference

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v1.1 oct 19

Constitution

The Membership Committee and Professional Standards Committee (referred to below as "MPSC") is a sub-committee of the CABE Board.



Purpose

The principal purposes of the MPSC are to:

- Ensure that the Associations' membership and professional standards are maintained and applied to the required levels.
- Ensure that the Association complies with the requirements for registration of all relevant Licensing bodies.
- To consider Appeals for membership and ensure the CABE Appeals Process is adhered to.
- Set policies for complaints handling and disciplinary processes.
- To manage Appeals and the Process for Disciplinary Appeals, having sought expert advice where necessary.
- Ensure that the Professional Interview Membership Panels are trained to the required standard and professional standards are maintained and applied through the panels to the required levels.
- Ensure the Appeals Panel is convened as an independent body when assessing appeals.

Reporting

The MPSC will report to the CABE Board through:

- Providing the CABE Board with access to minutes of all its meetings; including details of decisions taken.
- Provision of reports, advice and recommendations aligned to the Committee's terms of reference.
- Provide such reporting and audit information to the relevant Licensing Bodies as may be required.

Terms of Office

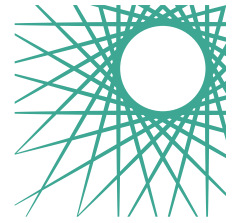
The initial incumbent of the role of Chair of the MPSC will be appointed by the CABE Board for a term of 4 years and subsequent incumbents will be appointed for a term of 3 years. The Chair will not normally serve more than 2 consecutive terms.

MPSC members will be appointed by the CABE Board in conjunction with the Chair for a staggered term of office over 3 or 4 years, to ensure that appointment to the Committee is on a rolling basis.

Committee Governance

- The MPSC will normally include 4 - 10 voting members, of which a majority are expected to be Chartered Engineers.
- All voting members must be Chartered Members of CABE.
- The Chair must be a Board member.
- The Chair must be registered with the Engineering Council at CEng level.

- The Chair must maintain up-to-date knowledge related to industry information and requirements of the Engineering Council.
- The committee will appoint a Deputy Chair, the Deputy must be a Chartered Engineer.
- Quorum is 4 voting members or 50% of the voting members, whichever is greater, at least one Chartered Engineer and the Chair or Deputy Chair must be in attendance for the meeting to be quorate.
- Voting may be conducted within the committee and/or via electronic means on any item.



Key Responsibilities

The MPSC will have responsibility for the Membership and Professional Standards of CABE members, it will;

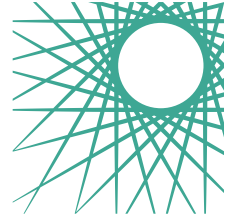
- Make recommendations as required to the Directors.
- Set out, review and assess membership applications to the requirements for registration with the Engineering Council qualifications (CEng, IEng, TechEng) and/or any other licensed registration including Academic Partner membership.
- Ensure that the Associations' processes for admitting individual members are effective and comply with relevant requirements.
- Ensure that all involved in the membership processes are suitably trained and experienced.
- Make recommendations to the board on the CABE Code of Professional Conduct (or Rules of Professional Conduct) complaints handling and disciplinary policies, procedures and process as well as any necessary appeal mechanisms and to direct review of the same as and when requested by the Board.
- Decide whether to ratify any sanctioning recommendation made with respect of a CEng member under CABE's disciplinary procedure.
- Keep under review the delegated authority given to the Chief Operations Officer to make membership decisions with respect of applications made through the Direct Entry Route and TechEng level.
- Carry out assessment of applications from individuals with non-exemplary qualifications and/or portfolios for Registration.
- Nominate members to act as the Appeals Panel on a case by case basis.

Delegated Authority

- The Membership and Professional Standards Committee provide delegated authority to the Chief Operations Officer to 'award' membership and relevant grade of membership for Direct Entry Applications.
- The Membership & Professional Standards Committee provide delegated authority to the Chief Operations Officer to 'recommend' membership and relevant grade of membership for EngTech Applications

Accreditation of Courses

Either as a standalone committee or by working with other bodies (where appropriate) lead on the accreditation of academic courses and training programmes.



By Invitation

Such other non-voting persons as the committee may wish to invite, which will be reviewed on an annual basis.

Frequency of Meetings

The Committee will meet quarterly and where necessary by exception. Where possible, communications with and between committee members will occur electronically and decisions will be taken electronically if the need arises.

In addition to the ordinary meetings of the MPSC, following each ratification panel meeting, a list of elected members and registrants shall be circulated for approval by the Membership and Professional Standards Committee.

We're here to help

If you have any queries about the MPSC Terms of Reference, please contact us. You can also find out further information at cbuilde.com.

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