

# ASCI Professionalisation Committee Charter

# The ASCI Professionalisation Committee Charter

## VERSION HISTORY

All changes made to this document must be detailed in the change log table below and the document version number updated accordingly.

## DOCUMENT REVIEW

This document will be reviewed on an annual basis by the ASCI Head of Professionalisation in conjunction with ASCI Staff to ensure validity and currency.

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# The ASCI Professionalisation Committee Charter

## 1 ASCI as Professional Accreditation Body

### 1.1 Professionalising Supply Chain Management

The Australasian Supply Chain Institute (ASCI) has positioned itself to be the official professional accreditation body for the Australasian Supply Chain Industry. In this context, it has set its vision as "Professionalising Supply Chain Management". Through this initiative, ASCI has developed a Professional Accreditation Scheme for industry-wide standards and consistency in the profession. This Professional Accreditation Scheme, through which individuals can register as professionals and practitioners, provides a confirmation and acknowledgement to the individual and by implication, to the industry, of his/her career achievements against a globally aligned, industry accepted set of standards, on par with other professional disciplines in industry.

### 1.2 The Professionalisation Committees

Supporting the Professional Accreditation Scheme, there are three key components, which each finds their execution through a Professionalisation Committee:

- An Industry Risk Management Program
- An Ethics Management Program
- An Industry Representative Knowledge Base

## 2 Purpose of this Charter

This Professional Committees Charter articulates the means by which the Professionalisation Committees will support the delivery of the ASCI Professionalisation Strategy. It is a founding document that helps the committees deliver and uphold effective governance, defines the roles and responsibilities, as well as the mission, composition, responsibilities, and standard protocols of the Professionalisation Committees.

## 3 What is a Professionalisation Committee?

The ASCI Professionalisation Committees are established to manage and give execution to the three key professionalisation components of the Supply Chain Management Professional Accreditation Scheme. It shall assist the ASCI Board and management to stay abreast of matters of concern to the committee, in supply chain management and supply chain development, to ensure that ASCI makes well-informed choices by referring relevant matters to one of the three committees for review and consideration; maintaining a professional approach to Supply Chain Management in the industry

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## 4 The Three Professionalisation Committees

The Professionalisation Committees act as advisory bodies to the ASCI Board in their particular area of oversight. They provide the foundation required for the professional accreditation scheme for supply chain management. The three Committees are:

### 4.1 The Industry Risk Review Committee

The purpose of the Industry Risk Committee is to review the historical risk profile of the “Profession” and develop a Supply Chain Industry Risk Management Framework.

### 4.2 The Ethics Committee

The purpose of the Ethics Committee is to review and oversee the maintenance of the ASCI Code of Ethics and ongoing oversight of the Ethics Management Program

### 4.3 The Technical Review Committee

The purpose of the Technical Review Committee is to develop, review and maintain the Supply Chain Management Knowledge Base

## 5 Purpose of the Professionalisation Committees

The purpose of the Professionalisation Committees is to advise the ASCI Board on all matters involving these committees, such as ethical issues presented by the Ethics Committee, risk issues presented by the Industry Risk Committee, etc including interaction, where appropriate, with other relevant organisations.

In accordance with the directive of the ASCI Board of Directors, the ASCI Professionalisation Committees serve as advisory bodies to the Board of Directors to assess and interpret supply chain management matters within the domain of these committees and to advise regarding the potential action relevant to the advice. These opinions represent the Committee’s advice to ASCI Board, members and interested persons, and, to the registered professional and practitioner members.

The ASCI Professionalisation Committees:

- oversee their respective areas of responsibility;
- create and maintain the applicable procedures and advisory structures;
- review requests for advisory opinions; and
- review submissions to the committee and where required, provide recommendations to the Board.

The committees will execute their role and responsibilities as set out in Section 0 below.

## 6 Authority of the Professionalisation Committees

### 6.1 Authority

The Committees may:

- consider, report on or make recommendations on actual and issues relevant to the committee's role and responsibility;
- issue a view on matters relevant to the work of the committee;
- recommend to the Board that policies and/or guidelines prepared by the committee, be endorsed prior to such being issued as official ASCI documentation;
- recommend to the Board that certain preventive strategies and/or management guidelines be recommended to professionals and practitioners so that the likelihood of a breach of any guidelines and/or policies, is minimised;
- develop drafts, review and recommend changes, and prepare commentary on relevant matters pertaining to supply chain issues within the scope of the committee;
- develop education and awareness-raising initiatives in relation to the area of responsibility of the committee;
- initiate or request consultation with stakeholders on a specific issue;
- request research on a specific issue, and
- initiate or request consultation with stakeholders on issues which have relevance to the Supply Chain Management profession

Notwithstanding paragraphs 6.2, 6.3 and 6.4 below, the Chair of the Committee shall retain a general discretion to refer matters for the Committee's consideration, if he/she considers it appropriate to do so and it will be a matter for the Committee to determine whether or not to consider the referral.

### 6.2 Requesting the Committee's Recommendation or Advice

The primary purpose of a request to the committee, is to seek the committee's recommendation or advice as to matters that fall within the domain of the committee and any proposed solutions or suggested guidelines, raised by the conduct that is the subject of the request.

### 6.3 Seeking Advice

The Committees' recommendation or advice may be sought by:

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- the Board of ASCI
- any of the ASCI Professional Committees
- any of the ASCI Regional Chapters or
- the Chief Executive Officer of ASCI

The request should be in writing and must not contain any information that can identify the relevant Professional or Practitioner involved without his/her employer's consent.

The following persons or bodies may request a matter for the Committees' consideration:

- any ASCI registered professional or practitioner
- any member of any of ASCI's professionalisation committees
- any member of ASCI's executive leadership team and
- any member of the public, including non-registered ASCI members

In determining whether to refer a matter to the Committee, the Chair of the Committee must consider:

- whether existing resources permit the query to be answered adequately
- whether the issue raised by the query is an issue relevant to the role and responsibility of the committee and not an issue principally related to the individual circumstances of the person whose conduct is the subject of the query
- Only a query that is not adequately answered by existing resources and that is principally a query that justifies consideration by the committee, should be referred to the Committee
- Before referring the matter to the Committee, the Chair of the ASCI Committee shall be reasonably satisfied that the conduct that is the subject of the query, is not currently being heard before a court or tribunal
- No views of any of the Committees can be relied upon by any Professional or Practitioner at any time as exculpatory or as a guarantee that the conduct, the subject of the recommendation or opinion, will not be investigated or prosecuted

## 6.4 Urgent Requests

Urgent requests should follow the same procedure as usual requests, except that the Committees' recommendation or advice can be obtained through circular resolution where every committee member sees a document setting out a proposed resolution to the urgent matter (or an identical copy thereof) and the majority sign a statement at the bottom of that document (or identical copy) that they are in favour of the resolution, then the resolution is deemed to have been passed at a committee meeting held on the day that the

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last committee members signs. Each committee member must be advised as soon as practicable whether the resolution has passed.

A resolution passed in this manner is equivalent to minutes of a committee meeting and must be dealt with accordingly. This includes being endorsed at the next committee meeting and retained as an enduring record of the committee's decision.

## 7 Composition of the Professionalisation Committees

### 7.1 The Chair

The chair of the committee will be selected amongst the committee members and submitted to the ASCI Board for endorsement or otherwise.

### 7.2 The Members

The Committee will consist of at least five including if practical, an industry independent/specialist committee member, no more than 10 members and at least one representative or nominee from the ASCI Board.

Committee members, on the recommendation of the committee, are appointed by the chair of the committee for a term of two years. A committee member may seek reappointment for an additional two terms.

The chair retains its discretion to renew a committee member's term of appointment beyond the six-year period.

Members of the committee must be financial members of ASCI of any of the Industry Peak Bodies affiliated with ASCI (except for the industry independent member, which will also receive complimentary ASCI membership for the period that he/she sits on the committee).

Membership of a committee is automatically terminated if a person ceases to be a member of ASCI (except for the industry independent and lay members).

When considering prospective members for the committee, the chair should take the following into account:

- whether the prospective members' experience and qualifications would benefit the committee in discharging its role; and
- whether the prospective member has previously served on a committee for ASCI, and the prospective member's conduct in that role.

### 7.3 Constitution of the Committee Membership

In consultation with the committee, the chair of this committee will consider changing the membership of the committee if:

- a position on the committee falls vacant;

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- the balance or expertise required of the committee calls for changes; or
- expressions of interest in joining the committee are received

In consultation with the committee, the chair must consider whether expressions of interest should be called for to identify prospective candidates. If a Committee member is the subject of a SCM professional disciplinary matter, then that member must notify the chair of the Committee. The Committee member will be obliged to stand aside from the Committee, pending the outcome of the SCM professional disciplinary matter.

Membership of the committee is automatically terminated if a person is found guilty of a charge of unsatisfactory professional conduct or professional misconduct.

If a Committee member is charged with a criminal offence, then that member must:

- notify the chair of the Committee; and
- stand down from the Committee.

Membership of the committee is automatically terminated if a person is found guilty of a criminal offence. A committee member may resign from the committee at any time upon written advice to the Chair of the Committee. If:

- a committee member is absent for three consecutive meetings without a leave of absence being granted by the chair; or
- the chair of the committee, upon resolution of the committee, determines that the member is otherwise regarded as not being a contributing member then the chair must recommend to the Board that the membership of the committee member be terminated

Membership of the committee may be terminated by the chair if considers that a committee member has failed to discharge his or her duties under, or acted inconsistently with, the role of a committee member as detailed in Attachment 2 below (including breaching confidentiality of committee discussions) or otherwise bringing ASCI or the committee into disrepute.

## 8 Specially Constituted Panels

### 8.1 Establishment of a Panel

The committee may establish any specially constitute panels it deems necessary to assist in its work i.e. an appeals panel of the Ethics Committee.

Specially constituted panels will:

- be chaired by a committee member appointed by the committee chair;
- report to each Committee meeting;

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- be appointed by the Committee.

## 8.2 Conditions for the Establishment a Specially Constituted Panel

A specially constituted panel of the committee shall only be established where:

- the committee is asked to provide recommendation or advice;
- the response is required urgently; and
- the Chair of the ASCI Risk Committee or the committee chair has determined the referral is urgent.

A specially constituted panel shall have the same powers and limitations as the committee, with the exception that the recommendation of the panel can be forwarded to any relevant party without an adoption of the recommendation by the Board provided approval is first obtained from the Chair of the ASCI Board or, in his/her absence, the deputy chair of the ASCI Board. The recommendation shall be presented at the next committee meeting for endorsement.

## 9 Chair of a Professionalisation Committee

### 9.1 Election and Endorsement of Chair

The Chair of a Professionalising Committee is to be endorsed or otherwise by the ASCI Board on recommendation of the committee.

The Chair will be appointed from the existing members of the committee, unless the Board is satisfied that there are extenuating circumstances which justify the appointment of a chair from outside of the committee.

In considering the endorsement of a chair, the Board should have regard to:

- the expertise of the candidate in the committee's area of expertise;
- the personal leadership qualities of the candidate;
- the performance if relevant, of the candidate during his/her time on the committee; and
- any submissions made by the committee in support of the recommendation.

### 9.2 Responsibilities

The Chair will be responsible for leading and managing the committee in carrying out its responsibilities. Further detail on the role of the Chair is at Attachment 9 above. The committee shall appoint a Deputy Chair to assist the chair as needed and to chair meetings where the chair of the committee is not present. The term of a Chair and a Deputy Chair is

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two years. A committee member may not be chair for a period greater than four consecutive years without the approval of the Board.

The Chair of the committee must be a registered professional or practitioner. If the Chair is not registered as either a professional or a practitioner, he/she will have to obtain registration within 6 months from taking the position of Chair of the committee, which will be subject to the standard registration maintenance requirements applicable at the time.

A Chair can be removed from the position by the Board if the Board is satisfied that the chair has failed to discharge his or her duties under, or acted inconsistently with, the role of a chair as detailed in Appendix 0 below or otherwise brought ASCI or the committee into disrepute.

## 10 Committee Self-appraisal

The committee shall, at least once a year, review its own performance, role and responsibilities to ensure it is operating at maximum effectiveness, and recommend any changes it considers necessary to the ASCI Board for approval.

## 11 Committee Meetings

### 11.1 Frequency

The Committee will convene monthly and additionally as the committee considers necessary.

Committee papers are provided to Committee members by the committee secretary, wherever possible, five business days prior to the relevant meeting.

Committee members are encouraged to attend meetings by appropriate means, including by facilitating and encouraging attendance by phone or electronic or digital means where attendance in person is not possible or inconvenient.

### 11.2 Quorum

The minimum quorum:

- for a Committee meeting is three committee members;
- for a specially constituted panel of the committee is two members, all of which must be registered practitioners.

### 11.3 Additional Attendance

The ASCI Chief Executive Officer, ASCI's corporate secretary and any ASCI staff member approved by the Chair of any ASCI Professionalisation Committee, may attend and speak at a Committee meeting, but without any right to vote.

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## 11.4 Procedure

Should the chair of the Committee be absent from a meeting, the deputy chair (if appointed) will act as chair. If there is no deputy chair, the members of the Committee present at the meeting have authority to choose one of their number to be chair for the meeting.

Meetings of the Committee shall be summoned by the secretary of the committee at the request of any of its members.

In the absence of the chairperson of the Committee and/or an appointed deputy, the remaining members present (provided they represent a quorum) shall elect one of themselves to chair the meeting. When it is dealing with his or her succession, the chairperson of the Committee may not chair the Committee.

A duly convened meeting of the Committee at which a quorum is present, shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, any other person required to attend, in a timely fashion. Supporting papers shall be sent to committee members, and to other attendees as appropriate, at the same time.

Irrespective of the length of notice given, attendance of a meeting by a member shall be deemed waiver of the requisite length of notice by the member.

Notice of any adjourned meeting is not required if the adjournment period is less than 5 working days.

## 11.5 Voting

All committee members have equal right to vote on decisions during any committee meeting

Any matters requiring decision will be decided by a majority of votes of members present or taking part.

## 11.6 Conflicts of Interest

If a committee member has a personal interest, or a direct or indirect financial interest, in an issue being considered or about to be considered by the committee and the interest could conflict with the proper performance of the member's duties about the consideration of the issue, the member must disclose the nature of the interest to a committee meeting.

Unless the chair otherwise directs, the interested member must not be present when the committee considers the issue or take part in a decision of the committee about the issue.

The interested member must not be present when the committee is considering whether to excuse them from committee discussions on the issue.

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Any disclosure of a conflict of interest must be recorded in the minutes of the meeting.

## 12 Confidentiality

### 12.1 Requirements

All Committee members and invited guests are expected to observe strict rules of confidentiality with respect to Committee business. They must be conscious that from time to time:

- they may be asked to consider and comment on highly sensitive documents released to ASCI by Government and other authorities;
- they may be asked to consider draft policy proposals intended for debate within the committee which should not be presumed to reflect approved ASCI policy;
- they may have before them information which may affect the reputation and livelihood of practitioners and other members of the community.

### 12.2 Breach of Confidentiality

Any breach of confidentiality could materially affect individuals, damage the trust which exists between ASCI and a number of institutions and organisations, or create false impressions about society policy.

It is the responsibility of all committee members and invited guests to maintain the security of committee papers and to treat as confidential any information received through their involvement with the committee. Failure to maintain appropriate confidentiality of ASCI information and committee discussions may result in termination of committee membership.

The chair is encouraged to confirm the confidentiality of any discussion or matters to be discussed during each meeting. The matter of confidentiality must be confirmed as a fixed point on the agenda for each meeting.

## 13 Media

Any media must be facilitated through the relevant marketing and communications channel within ASCI.

## 14 Stakeholder Liaison

The Chair of the ASCI Board must approve any correspondence or communication that contains a formal position, recommendation, opinion or view of ASCI. Such correspondence or communication must be sent out under the President's signature.

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The chair, or committee members approved by the Committee, may liaise with stakeholders on behalf of the committee provided they have the committee and committee secretary's knowledge and approval.

Any stakeholder liaison by committee members in that capacity must be conducted in accordance with ASCI's core values of respect, integrity and service.

Any stakeholder liaison undertaken on behalf of the committee must be reported back to the committee at its next meeting, captured in the minutes and included in the subsequent report from the Chair to the ASCI Board.

## 15 Guests

The Committee may have at its meetings, regular or ad hoc guests who may bring relevant perspectives and expertise on matters under considerations.

Guests do not have an automatic right of access to the Committee's papers (which includes agendas and minutes). Access to the Committee's papers is at the discretion of the Committee Secretary, in consultation with the Chair. Additionally, access to such documents should be relevant to the discussion involving the guest.

Guests (including ASCI staff) have no voting rights at committee meetings.

## 16 Attendance by Board Members

Board members may attend any committee meeting and on request to the Chair or the Committee Secretary, Board Members may obtain access to the Committee's papers

## 17 Minutes

Minutes must be prepared, approved by the chair and circulated to Committee members as soon as possible and not later than 7 working days after the meeting. The minutes must be ratified by the members at the following meeting.

## 18 Access to Advice

The Committee and its members have no authority or delegation to seek advice or engage experts on behalf of the Committee or ASCI.

If, in pursuit of its Board approved objectives, the Committee wishes to obtain advice from experts outside of the Committee, it may make a request to the Chair of the ASCI Board to obtain such advice.

The request must be in writing and explain the need for the advice. The ASCI Board will consider the request and determine whether it will act on the request.

Whether or not the request is accepted is at the sole and unfettered discretion of ASCI.

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## 19 Reporting to The Board

The Chair of each Committee will upon request, prepare and provide periodic summary reports to the Board on the activities and priorities of the Committee. However, the Chair of the Committee will report formally to the ASCI Board on its proceedings after each meeting on all matters within the scope of its duties and responsibilities. The Committee shall make whatever recommendations to the ASCI Board it deems appropriate in any area within its remit where action or improvement is needed.

## 20 Compliance Review

In order to maintain the integrity of the Professionalisation Committees, to ensure that the Committees remain in line with the ASCI's Professionalisation Strategy and their roles, if required, being amended to take account of any changes to the strategy, these committees will be subject to an annual review which may require the engagement of an independent reviewer and/or external auditors to obtain external reports on the compliance of the committees with this charter.

## 21 Role and Responsibilities of the Professionalisation Committee Chair

The appointment of the Chair of the Committee is subject to endorsement by the ASCI Board. The chair's role is to lead the committee in fulfilling its role and complying with its charter.

### 21.1 Committee Chair Responsibilities

- Accept and support the committee charter
- Plan meetings and agendas in collaboration with ASCI's staff member assigned to support the committee (committee secretary/Chair of the ASCI Risk Committee)
- Attend all meetings and maintain awareness of Committee work between meetings. If the Chair cannot attend a meeting, the Chair will allocate the responsibility for the meeting to the Deputy Chair
- Ensure meetings are efficiently and effectively administered to achieve Committee objectives
- Manage membership of the committee with an emphasis on:
  - including as many interested ASCI members as possible
  - promoting participation of regional, rural and remote practitioners
  - engaging with early career practitioners to support their development into the future leaders of the profession
  - facilitating the regular introduction of new ideas and
  - considering candidates':
    - willingness and desire to contribute to the work of the committee;
    - recognised standing and expertise in the profession; and
    - recognised contribution to the profession.
- Facilitate committee members' active participation and decision-making.
- Resolve committee member issues and complaints wherever possible.
- Ensure that the committee reports to the Board in accordance with the charter.
- Lead self-assessment of committee performance.

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- Encourage the committee to appoint a deputy chair and ensure the deputy chair supports and supplements the chair as necessary
- Plan for your successor
- Recommend potential new members to the committee
- The chair of the committee shall attend the Annual General Meeting of ASCI and be prepared to respond to any member questions on the Committee's duties, responsibilities and activities

## 21.2 Committee Chair Requirements

The Chair of the Committee will be:

- A financial member of ASCI, with an interest in and experience of managing risk issues and who can chair meetings effectively
- Registered as Practitioner in any of the Professional Registration Streams under the ASCI Professional Accreditation Scheme
- A good communicator who can enlist the support of the research community in embedding risk awareness and compliance and continuous improvement in our processes
- Pragmatic and fair minded in their approach to addressing risk issues, showing awareness of risk and complexity
- Supportive internally and externally of ASCI's leadership in its commitment to upholding a rigorous process of ethical review and relevant follow-up actions
- Specific experience, qualifications, etc, related to the purpose of the Committee

## 22 Role and Responsibilities of the Committee Secretary

### 22.1 Role

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Management Committee.

In summary, the Secretary is responsible for:

- The committee secretary will assist the chair by organising the venue for the meeting, producing the notice of meeting, agenda and papers, and taking and circulating the minutes of the meeting.
- The secretary retains accountability for all secretariat duties, such duties can be delegated to committee members as agreed by the committee from time to time.
- The secretary shall minute the proceedings and resolutions of all meetings of the Committee, including details of those present or in attendance and details of any conflicts of interest notified to the Committee.
- Ensuring Committee Meetings are effectively organised and minute
- Liaising with the Chair to plan meetings
- Receiving agenda items from committee members
- Circulating agendas and reports
- Taking minutes of the proceedings of the Committee
- Circulating approved minutes
- Checking that agreed actions are carried out.

### 22.2 Maintaining effective Committee Records and Administration

- Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the committee members.
- Filing minutes and reports
- Keeping a record of the committee's activities
- Keeping a diary of future committee activities

### 22.3 Upholding Legal Requirements

- Acting as custodian, where applicable, of the committee's governing documents

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- Checking quorum is present at meetings
- Ensuring elections of committee members are in line with stipulated procedures
- Ensuring committee's activities are in line with its objects
- Sitting on appeal and disciplinary panels, as required.

## **22.4 Communication and Correspondence**

- Responding to all committee correspondence
- filing all committee correspondence received and copies of replies sent
- keeping a record of any committee relevant publications and
- reporting, in collaboration with the Marketing Officer, the activities of the committee and future programmes to members, the press and the public.
- Preparing a report of the committee's activities for the year, for the Annual General Meeting.

## 23 Role and Responsibilities of the Committee Member

### 23.1 Overview

The position of member of a committee is a voluntary and honorary role which brings necessary skills, knowledge and effort to support the committee in fulfilling its role.

A committee member occupies a position of trust, confidence and influence within the committee and within the wider ASCI organisation. It is important that members conduct themselves in a manner that will maintain and enhance that trust, confidence and influence.

Therefore, the committee member should have:

- Broad industry experience involving interaction with clients and suppliers
- Some exposure to compliance associated with meeting protocols within a corporate/professional organisation
- Willingness to be involved as a volunteer in ethics related projects, initiatives & training and provide the committee with advice
- Objectively assesses, within a structured environment, ethics complaints, sanctions & appeals

ASCI's three core values underpin the performance of your role as a committee member. These are set out below.

### 23.2 Respect

Demonstrating respect in carrying out the activities as a committee member involves valuing people and acknowledging their contributions. It involves:

- being polite and courteous in all actions;
- treating Committee members, Society staff, stakeholders and others with dignity; and
- valuing the contributions, opinions and diversity that other members, guests and stakeholders bring to the committee's work.

### 23.3 Integrity

In your role with the committee you have a responsibility to demonstrate integrity by being honest and fair in all your actions. This includes:

- being accountable to the committee and to ASCI for your actions as a committee member;

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- being honest and fair in your dealings with the committee, ASCI, other Society's members and stakeholders; and
- following through with your promises in a timely manner.

## 23.4 Service

By performing your role as a committee member, you are providing a valuable service to ASCI, the profession and the public. In your role you must work together with the committee to anticipate needs, exceed expectations and honour commitments. You should:

- actively listen and respond to member and stakeholder concerns;
- play your part to ensure meetings and tasks are undertaken efficiently and with respect for others' time commitments; and
- look for new ways to do things better and work with ASCI to continually improve the operation of the committee.

## 23.5 Other Obligations

- You must be scrupulous in your use of confidential information and ensure that privacy principles are maintained.
- You must disclose any potential conflict of interest.
- Your decision making must be fair and consistent, based on all relevant information and honest, open and impartial.
- Harassment, discrimination and bullying are unacceptable from any committee member or anyone involved with ASCI. The duties under the Work Health and Safety Act 2011 apply to all committee members in the conduct of their roles.
- When using ASCI's premises or facilities, you must ensure that you comply with all rules, directions and procedures including those relating to security and work health and safety which are in effect at those premises or regarding those facilities.
- You must always act professionally in the performance of committee duties, exercising skill, care and diligence.

## 23.6 Committee Member Requirements

A Committee Member will be:

- A financial member of ASCI or any ASCI Affiliated Industry Peak Body, with an interest in and experience of managing risk issues and who can chair meetings effectively.

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- Registered as a Practitioner in any of the Professional Registration Streams under the ASCI Professional Accreditation Scheme. A potential committee member who is not registered under the Scheme will be granted six months to obtain registration. If they fail to do so, their membership of the committee will be revoked. A committee may also appoint one or more specialist members who are not registered under the ASCI Professional Accreditation Scheme. Specialist members must be members in good standing of an equivalent professional association relevant to their professional discipline or field, as determined by the chair of the committee.
- Pragmatic and fair minded in their approach to addressing issues related to the purpose of the committee, showing awareness of its relevance and complexity.
- Supportive internally and externally of ASCI's leadership in its commitment to upholding a rigorous process of ethical review and relevant follow-up actions.
- Working in, or have specific experience, qualifications, etc, related to the purpose of the Committee

## 24 Role and Responsibilities of the Committees

The Professionalisation Committees' Role and Responsibilities include, but is not limited to the following, as the Committees shall also undertake such additional activities within the scope of its primary functions as the Committees or Board may from time to time deem appropriate:

### 24.1 General Responsibilities

- The Committees shall assist, advise and report to the Board on matters relating to the role and responsibilities of the committee;
- The Committees shall also undertake such additional activities within the scope of its role as the Committees may from time to time determine;
- review requests for advisory opinions relating to the role and responsibilities of the committees.

### 24.2 Specific Responsibilities of the Risk Committee

Specific responsibilities are:

- to develop and oversee the ASCI Supply Chain Management Industry Risk Management Framework;
- to provide a response the ASCI board for matters that have been referred to the committee for review;
- to raise issues and offer advice to the ASCI Board on any matters relating to the management and mitigation of decision risk in the Supply Chain Management profession;
- review requests for advisory opinions, with a view to providing advice to the Board;
- testing the adequacy of the ASCI's risk mitigation guidelines for addressing supply chain management decision risks;
- current and emerging matters perceived to pose potential decision risks relative to the supply chain management profession;
- monitor and evaluate decision risks encountered by (professional) supply chain managers and recommend to the Board appropriate mitigation strategies to be adopted as policies of ASCI;
- identifying both actual and potential decision risk issues facing supply chain managers;

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- facilitating involvement of the profession and other stakeholders in the identification of mitigation of decision risk issues;
- recommending mitigation guidelines to the decision risk issues identified;
- recommending strategies for risk education in the profession;
- determining decision risk and mitigation guidelines to assist the work of Supply Chain Managers.

## 24.3 Specific Responsibilities of the Ethics Committee

Specific responsibilities are:

- to oversee the ASCI Code of Ethics and associated Ethics Management Program;
- make recommendations to the Board on the development of strategy, policy, procedures and processes on ethical matters;
- make recommendations to the Board on steps to be taken to establish a culture of integrity and honesty amongst all ASCI Members;
- review and monitor ASCI's Code of Ethics, Complaints and Discipline System for the identification, assessment, management and reporting of ethical risk;
- review and monitor the development and adoption of, and compliance with, ASCI's Code of Ethics, Complaints and Discipline System;
- make recommendations to the Board on the establishment of, review of and monitoring compliance with ASCI's Code of Ethics, Complaints and Discipline System, and in particular:
  - responsibility for implementation;
  - communication with ASCI Members;
  - reporting of progress to the Board in respect of the implementation and compliance;
  - receive and review, internal and external, reviews of ASCI's Code of Ethics, Complaints and Discipline System and assess performance;
  - the consequences of ASCI's Code of Ethics;
- engage with regulatory bodies, industry groups, advisers and other stakeholders over ethical issues including the provision of ethics training and coaching using appropriate internal & external resources;
- keep under review the adequacy and effectiveness of ASCI's compliance function with regard to ethical matters, and

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- exercise oversight over any investigation of any matter impacting ASCI in its sole and unfettered discretion

## 24.4 Specific Responsibilities of the Technical Review Committee

Specific responsibilities are:

- oversee the ASCI Supply Chain Management Body of Knowledge;
- to interpret the ASCI Supply Chain Management Body of Knowledge and to advise regarding the application of the Body of Knowledge. These opinions represent the ASCI Technical Committee's advice to ASCI Board, members and interested persons about the application of the Body of Knowledge to specific programs and courses;
- create the applicable review/consultation procedures and technical advisory structures;
- review technical requirements and make recommendations to the Board;
- to stay abreast of new subject developments and technologies and anticipate emerging concepts and trends in supply chain management and development to assure that ASCI makes well-informed choices in committing its scientific resources;
- Review, evaluate and advise the ASCI Board regarding the long-term strategic goals and objectives and the quality and direction of ASCI's education and development programs;
- Review and advise the ASCI Board on major positions and strategies relative to emerging trends, teaching concepts and changing market requirements;
- Monitor and evaluate trends in supply chain management and recommend to the Board emerging technologies for building the ASCI's educational offerings, and
- Recommend approaches to acquiring and maintaining technology positions (including but not limited to contracts, grants, collaborative efforts, alliances and venture capital).