Statement of Policy and Procedure			
Manual:	PEMAC Board Handbook	**Status**	DRAFT
Section:	Committees - Competency	**Issued:**	XXX
Subject:	Terms of Reference	**Effective:**	
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PEMAC Competency Committee

Terms of Reference

The PEMAC Competency Committee is tasked with developing, implementing, promoting and sustaining PEMAC's standards that define competency in Maintenance, Reliability and Asset Management. At present PEMAC expresses its competency standards through its Certification program. Other means may be considered in future.

Responsibilities:

Committee

1. Establishment, implementation, sustainment and promotion of PEMAC certifications. These are currently comprised of MMP, CAMP, CTAM, CPAM, and CSAM.
2. Establishment and maintenance of a "Certification Assessment Panel" made up of qualified PEMAC members to evaluate applications for competency-based certifications.
   a. Definition of 'qualified' for assessors of each certification
   b. Identification of required number of assessors for each level
   c. Approval of applicants
   d. Establishment, continuous improvement, and sustainment of evaluation processes and tools that are to be applied by panel members
3. Establishment, sustainment and audit of a Continuous Professional Development (CPD) program for each certification
4. Ensuring alignment of PEMAC Certifications with any global standards they are intended to align to including GFMAM Asset Management Landscape, Maintenance Management Framework and the WPiAM Global Certification Scheme (GCS) and WPiAM accredited CAMA certification.
5. Stewarding PEMAC's participation in the WPiAM Technical Team and other WPiAM projects that may arise.
6. Identifying and championing competency-related continuous improvement initiatives.

1. Coordinates advancement of committee's work in collaboration with staff.
2. Ensures any technical questions are appropriately resolved through a process of sound consultation.
3. Represents the Competency Committee at the Technical Leadership Council. It is anticipated that there will be significant synergies between this committee and the others, but especially "Education" and "Continuing Professional Development" programming. See the reporting section, below, for more information about the Technical Leadership Council.

Committee Membership:

COMMENT: Notes in red, below, can be further developed during the process of recruiting to the team. (The entire document is subject to review and edits by the eventually recruited team as well as they orient themselves to this work.)

Committee Members

How many committee members (just on the core committee?) The "Certification Assessment Panel" governance will be created separately.

Please articulate the required competencies that we will use to recruit to members this committee.

Chair

Please list required competencies that we would use to recruit to this committee in future.

Term of Office:

- 2 Year Terms
- Positions are posted every 2 years and current committee members are free to re-apply.

Performance:

If unable to attend, please provide notice to the committee chair and following the meeting review meeting minutes and action and follow up on as required.

Please refer to the PEMAC Volunteer Handbook for information about PEMAC volunteer engagement expectations and available resources for managing challenges or issues.

Schedule of Meetings:

This committee will meet online at least 3 times per year with additional meetings as necessary to identify and complete their work plan.

Meeting Format and Agenda:

- Meetings will be conducted online unless an opportunity to meet in-person has been identified and scheduled (for example: Committee Members will be attending MainTrain).
- Committee will agree the day(s) and time(s) of meetings
- Committee will agree agenda items for next meeting at the close of each meeting
- Agenda items may be added by any committee member at the beginning of the meeting and if time permits and/or committee members are able to extend the scheduled meeting time. If there is not enough time to address the item and it is deemed to be urgent, a special meeting will be scheduled, otherwise the addition will be added for the next scheduled meeting.

Documentation

- Agendas and notes of meetings will be created/kept in Teams, Notebook and accessible to all committee members and PEMAC staff given access to the committee.
- Each sub-committee/working group will select a person to keep notes of meetings in Notebook.
- All documentation created by the committee is the property of PEMAC and is confidential until such time there is agreement to publish.
- All recommendations, directions, decisions, and resolutions of the Committee shall be recorded in the notes of the meetings of the Committee
- PEMAC staff member may be assigned to keep notes of regular meetings and assist with meeting scheduling as required

Quorum

No business may be transacted by the Committee except at a meeting of its members at which a quorum is present. A majority of voting members constitutes a quorum. A meeting may proceed without a quorum for information sharing purposes, but no decisions will be taken.

Recommendations and Decision Making

The Committee will strive for consensus in its decisions.

Committee meeting notes will identify the decision and the results without identifying the individuals (ie. 3 members were in favour, 2 were not in favour), decision carried.

Challenges in reaching consensus or significant majority in decision-making should be escalated to the Board of Directors to seek insights and guidance.

Reporting

The Competency committee is responsible to the PEMAC Board of Directors and coordinates with other committees through attendance of the Chair at meetings of the Technical Leadership Council. Meetings of the Technical Leadership Council will be called periodically by the Board of Directors to share major activities that their various committees are doing to ensure:

· none are at cross-purposes,

· to identify whether they can aid each other, and

· to assure that there are mechanisms in place within each committee (or transversely and between committees) to ensure PEMAC content is technically sound and based on a developing, shared understanding that evolves through healthy discussion and debate.

The committee will provide reports to meetings of the Board of Directors periodically at their own initiative or by request of the Board.

The Board of Directors will have the final authority to accept or reject the recommendations of the Committee.

Risk Analysis/Assessment

The PEMAC initiative management system and volunteer management system both include a process for identifying and addressing risks for new initiatives.

The committee will contribute to risk management by always considering risk and reporting any newly identified risks through the Audit and Risk Committee's "Risk Identification Form".

Vison/Agreement for Team Collaboration

This section will be developed as a dated attachment by the committee and reviewed annually