

Professionalism and Credential Monitoring Board

Statement of Operating Procedures

Document 222016

Introduction

1. This statement of operating procedures has been developed and adopted by the Professionalism and Credential Monitoring Board (PCMB) in accordance with its terms of reference. PCMB applies the procedures set out below in carrying out its responsibilities.

Meetings

2. Meetings of PCMB are held as frequently as necessary to discharge its responsibilities, at least four times per year. Additional meetings are called on an ad hoc basis in order to address applications for exemptions in accordance with the [CPD Qualification Standard](#) and disclosures of criminal conviction in a timely fashion.
3. PCMB may hold meetings in person or by telephone, videoconference, or similar means.
4. The CIA Head Office, in consultation with the chair, will set the agenda for each meeting. The agenda and any meeting materials will be distributed prior to the meeting, and minutes will be prepared after each meeting.
5. Meetings of the PCMB will be limited in attendance to its members, ex officio members, and to any other person invited by the chair of the PCMB.
6. The quorum for a meeting is 50 percent of the members, including the Chair.

Voting

7. Each PCMB member, including the chair, has one vote.
8. The affirmative vote of a simple majority of all PCMB members present at a PCMB meeting, and who have not declared themselves to be in a conflict of interest on a particular matter, is required for all PCMB decisions. Final approval of a document discussed and approved at a meeting, subject to agreed-upon revisions, may be conducted by email with all PCMB members.
9. All votes taken during a meeting of PCMB are documented in the minutes. The minutes constitute evidence of the decisions of PCMB.

Appointment of members

10. The members of PCMB are selected to ensure that the PCMB has an appropriate balance of competencies and experience to fulfill its responsibilities. PCMB maintains within the membership a reasonable balance of geographic and gender representation, as well as professional background within the actuarial profession. From time to time, the PCMB may also recruit members who are not in the actuarial profession to gain additional points of view. However, the membership shall consist at least a two-thirds majority of voting members of the CIA.
11. Each member of PCMB (other than the chair and vice-chair) is appointed for a term of three years, except when moving into the role of chair or vice-chair. Members are eligible for re-appointment in order to maintain an orderly transition of members. The Actuarial Profession Oversight Board (APOB) may extend the term of a member to up to five consecutive years.
12. PCMB members who are members of the CIA, are normally expected to have met the CPD requirements, and should not be exempted from the [CPD Qualification Standard](#).

Communications

13. The PCMB will maintain regular communication with APOB, and with members of the CIA, in order to ensure appropriate consultation when necessary.
14. The PCMB will provide the APOB with its annual report no later than two months following the end of each year of operation and will provide interim reports to the APOB at its meetings as requested.
15. The PCMB maintains relationships with the CIA Education and Qualification Council (EQC) and with each relevant committee reporting to the EQC to ensure clear and consistent communication and understanding of issues relating to qualification standards and eligibility issues, and to fulfill its responsibilities in accordance with the terms of reference.
16. The PCMB interacts with the Professional Conduct Board (PCB) in accordance with the [Policy on Disclosure of a Criminal Conviction](#).

Operations

17. PCMB's operating year ends on December 31 each calendar year.
18. PCMB's working language is English.
19. PCMB follows the CIA's bilingualism policy.
20. The PCMB may create such committees of its members as it deems necessary in carrying out its responsibilities.

21. The PCMB will prepare an annual budget of all anticipated expenses related to its proposed activities, which will be reviewed by the CIA Human Resources, Finance Audit and Risk Committee, and approved by the CIA Board.
22. The PCMB shall advise the APOB as to the human and financial resources needed to accomplish the PCMB's activities.
23. Additional documents that provide detailed information regarding operational procedures related to specific PCMB responsibilities are linked below:

Responsibility	Procedural Document
1. Monitoring compliance with the CPD requirements	<ul style="list-style-type: none"> • Appendix C of the Qualification Standard – Requirements for CPD • CPD Audit Process Guidelines • Procedures and Considerations for Granting Exemptions from the CPD Requirements
2. Assessment of disclosures of criminal convictions	<ul style="list-style-type: none"> • Policy on the Disclosure of Criminal Convictions

Confidentiality

24. Members of PCMB must keep meeting materials and information confidential, unless PCMB decides to release a particular document or information to the public.

Relationships with other organizations

25. PCMB may choose to establish relationships with any other body having similar oversight responsibility at the national or international level.
26. Relationships with other organizations are normally established through discussions between the chair and the vice-chair of PCMB and their counterparts in other organizations.

Self-assessment

27. PCMB carries out an annual self-assessment to identify needed improvements in its operating policies and practices, including reporting to CIA members and the public.

Approved by PCMB October 2, 2020