



## TERMS OF REFERENCE FOR THE ARMS ACCREDITATION COUNCIL

Updated 19 July 2024

### Purpose:

The Accreditation Council plays a key role in the accreditation process, overseeing quality standards of module content and delivery agents and providing a measure of independence from the ARMS Board and the Executive Office over accreditation recommendations.

### Terms of Reference:

1. To recommend accreditation status to the ARMS Board for those persons who have completed requirements for certification at Foundation or Established/Advanced levels of accreditation. (Note – in fulfilling this Terms of Reference it will be necessary for the ARMS Executive Office to manage an assessment process for accreditation candidates, administer examinations and provide documentation to the Accreditation Council sufficient for it to make recommendations).
2. To monitor and review content of educational modules provided by ARMS and provide advice to the ARMS Board or the Education and Professional Development Committee on changes required to ensure currency and usefulness to those engaged in research management.
3. To provide advice to the ARMS Board and the Education and Professional Development Committee on the development of new modules and new market groups for ARMS educational programs.
4. To provide ongoing advice to the ARMS Board and the Education and Professional Development Committee on the design, content and assessment processes supporting accreditation such that accreditation programs and mechanisms will align with good practice and global trends.
5. To consider and approve a policy on accreditation to include the review of research management related workshops, programs of activity or other education/training meetings, offered within institutions or by other educational providers, and recommend an appropriate credit for the purposes of ARMS Continuing Professional Development (CPD) hours.
6. To provide quality assurance measures for the assessment of all programs. This may include the review of feedback received from participants relating to the content of all education and training programs and accreditation processes as well as subject experts selected by the Accreditation Council to deliver these programs.
7. To provide strategic advice to the ARMS Board on any other matters relating to the professional development and continuing education of Research Management Professionals.

**Composition:**

Membership of the Accreditation Council shall consist of the following:

Representation from....	Term of Membership
A person who served in the position of Pro or Deputy Vice Chancellor (Research)	Chair – 3-year appointment.
A Person who served in the position of Director of a University Research Office	3-year appointment.
A Board member of ARMS. This is typically the President or the President's Delegate.	Appointment to align with the term on the Board.
A member who served in the position of General Manager/Chief Operating Officer of an Independent Medical Research Institute	3-year appointment.
Two members from key Australian Agencies involved in the research and innovation system, including but not limited to CSIRO, ARC, NHMRC, the CRC Association	3-year appointment.
A member drawn from key New Zealand agencies involved in research and innovation.	3-year appointment
A member drawn from key Singapore agencies involved in research and innovation	3-year appointment
ARMS Board Liaison for the Education and Professional Development Standing Committee	To align with the term on the Board, i.e., 2-years.
ARMS Chief Operating Officer and Executive Officer for the Accreditation Council	In attendance
Accreditation and Membership Engagement Coordinator	In attendance
Partnerships, Education and Policy Manager	In attendance

The Accreditation Council's role is quality assurance and to maintain the integrity of the Accreditation Program.

The Board's role is to ensure that the program is viable and meets ARMS' Strategy.

The Education and Professional Development Committee (EPDC) role is to oversee programs offered within the Professional Development and to recommend new programs, review content and monitor content to ensure currency.

**Quorum:**

A quorum of the meeting of the Accreditation Council shall be one-half of the members. Unless otherwise specified, a decision may be ratified by a simple majority vote of the members present or via circulation.

Endorsed by the Accreditation Council on 19 July 2024.