

TERMS of REFERENCE for the ARMS Accreditation Council
Approved by the Accreditation Council on the 17th of March 2020

Purpose:

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

Terms of Reference for the Accreditation Council:

- To recommend accreditation status to the ARMS Board for those persons who have completed requirements for certification at Foundation or Advanced levels of accreditation. (Note – in fulfilling this Terms of Reference it will be necessary for ARMS to manage an assessment process for accreditation candidates, administer examinations and provide documentation to the Accreditation Council sufficient for it to make recommendations);
- 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;
- To provide advice to the ARMS Board or the Education and Professional Development Committee on development of new modules and new market groups for ARMS educational programs;
- 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 reflect contemporary best practice;
- To assess 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;
- To recommend to the ARMS Board a suitable framework for assessing the Recognition of Prior Learning by existing ARMS members for the purposes of accreditation; and
- To provide strategic advice to the ARMS Board on any other matters relating to the professional development and continuing education of research management and administration professionals.

Membership of the Accreditation Council shall consist of the following:

Representation from....	Person appointed	Term of Membership
A person who served in the position of Pro or Deputy Vice Chancellor (Research)	Professor Joe Graffam	Chair - 3 year appointment
A Person who served in the position of Director of a University Research Office	Ms Jodieann Dawe	3 year appointment
An Board member of ARMS. This is the	Dr Ross McLennan	3 year appointment

President or the President's Delegate.		
A member who has served in the position of General Manager/Chief Operating Officer of an Independent Medical Research Institute	Dr Peter Wejbora	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	Dr Melissa Straffon, CSIRO Dr Kathie Dent, ARC	3 year appointment
A member drawn from key New Zealand agencies involved in research and innovation.	Ms Joanne Looyen, MBIE, NZ	3 year appointment
A member drawn from key Singapore agencies involved in research and innovation	Professor Zee Upton	3 year appointment
ARMS Executive Office	Dr Mark Hochman, ARMS Business Consultant	In attendance
Executive Officer	Maria Zollo, ARMS Chief Operating Officer	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.