

Establishing IAL's Certification Board

1. Proposed Terms of Reference

1.1 Purpose

The function of the Certification Board is to provide governance of and a quality assurance process for the IAL's Certification program.

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To fulfil this purpose the Certification Board will, under the determination of the IAL Board:

- a. Establish, periodically review and manage processes related to:
 - a Code of Conduct for all IAL Certification holders;
 - Continuing Professional Development requirements for all IAL's Certifications;
 - a disputes resolution process to resolve disputes between Certified Irrigation Professionals and clients, including communications to each party involved in a dispute;
 - a disciplinary process, to enable a systematic, consistent and formalised response to breaches of the Code of Conduct by IAL Certification holders – and where the disputes process enables a right of appeal to the IAL Board;
 - peer review or audit of Certification holders; and
 - audit of IAL processes for issuing, recording and promoting Certifications.
- b. Develop and implement any other policy, procedure and systems that may be necessary to ensure and protect the integrity of the IAL's Certification framework, and individual IAL Certification holders.
- c. Consider and endorse, reject or amend recommendations made to it by the IAL's Professional Development Committee in relation to the IAL's Certification program.

2. Proposed Operation of the Certification Board

Relationship to IAL

The Certification Board will be accountable directly to the IAL Board. The IAL Board will have final veto powers over any decisions made by the IAL Certification Board. Note: this arrangements will:

- a) ensure separation between IAL staff undertaking the day-to-day administration of the Certification program, and the governance arrangements for the Certification program; and
- b) ensure elected IAL members (ie IAL Board) retain ultimate control through the powers of veto.

The IAL's Training Development Manager will be the primary IAL staff resource available to the IAL Certification Board.

Certification Board Meetings

To fulfil the purpose and functions described in the Terms of Reference above, the Certification Board will meet face-to-face at least three times a year, with further teleconferences arranged on an as needs basis.

The IAL's Training Development Manager will provide secretariat services to the IAL Certification Board, including arranging, scheduling and attending meetings and preparing correspondence etc – but will not be a member of the Certification Board.

Outputs from Meetings

Certification Board Meeting Minutes must be recorded, made available to IAL's CEO and tabled at the next occurring IAL Board meeting. The Certification Board Meeting Minutes must include decisions made by the Certification Board, with a record of the rationale behind the decisions.

Meeting Costs

The IAL will reimburse travel related expenses of Certification Board members.

3. Certification Board Membership

The Certification Board will be comprised of five members, including:

- i) a representative of the IAL Board; and
- ii) IAL members with the following skill or skills:
 - a. extensive irrigation design, consulting, management, operation or installation experience; and/or
 - b. certification and/or accreditation programs; and/or
 - c. regulation, compliance, process audit and enforcement experience or skills; and/or
 - d. high level corporate governance experience.

Members will be appointed for a two year period, and will vote a Certification Board Chair from amongst the Certification Board membership at the commencement of each two year tenure.

Recruitment to Committee (Eol process)

The recruitment to the Certification Board will be:

IAL Board Representative: by direct invitation and appointment by IAL Board Chairperson.

IAL Members: by an Eol process advertised in Backwash, on the IAL Website and email to members, with IAL's Board appointing successful nominees with an appropriate mix of skills to best fulfil the Certification Board functions.