



Chartered Institute of Administrators and Management Consultants-Ghana

P. O. Box LG 645, Legon, Accra, Ghana/ P.O. Box AF 331 Adenta, Ghana

Tel. 00 233 307030183/00 233 553903442

18th August 2021

Dear Cherished Members,

OPENING OF NOMINATION OF MEMBERS TO THE BOARD OF TRUSTEES OF THE CHARTERED INSTITUTE OF ADMINISTRATORS AND MANAGEMENT CONSULTANTS-GHAHA

At the 44th meeting of the Board of Trustees, held on Thursday 5th August 2021, it was decided that, since the present Board has served its two terms, members should be invited to present themselves for election to the Board and its standing Committees

On behalf of the Board of Trustees of the Chartered Institute of Administrators and Management Consultants-Ghana, (CIAMC), I hereby invite interested and available members of the Institute, to apply to serve on the Board of Trustees and or the Board standing-committees.

In accordance with section 8.2 of the Institute's Constitution, Members of the Board of Trustees shall be appointed/elected only from among the professional members of the Institute in good standing.

- a) Members of the Board of Trustees shall serve a three-year term renewable for another three years only. However, a member shall be eligible for re-election onto the Board after staying out of the Board for at least the immediate past three years after his second consecutive term.
- b) At the end of term of the first term of office of the Board of Trustees, all the members of the Board shall retire from office. The members shall be eligible for renewal for another term. At the annual general meeting in any subsequent year; one – third of their number shall retire from office.
- c) The members of the Board of Trustees to retire in every year shall be those who have been longest in office since their last election, but as between person who become members on the same day those to retire

shall, unless they otherwise agree among themselves, be determined by lot.

- d) A member shall not nominate or be nominated unless he/she is in good standing as defined in this Constitution. A member shall not qualify to vote or be voted for unless he/she is in good standing as defined by this Constitution.

'Good Standing' means a member who has scored minimum of 100 credit points each year. A member who makes full payment of annual subscription earns 50 credit points; paying for and attending any MCPE, physically or by distance learning, earns 10 credit points per MCPE; attending any other programme, national or international conference earns 10 credit points each; attending Annual General Meeting, Induction and anniversary programmes earn 10 credit points each; and facilitating CIAMC programmes or Chairing CIAMC functions earns 10 credit points each; and any other professional activities recognized by the Institute shall earn such credit points as the Board may direct from time to time on case by case basis.

- e) A member whose subscription is in arrears at the time of an election can neither vote nor be voted for during the election. Such members shall not also enjoy any other privileges or benefits of membership.

Nominations must reach the CEO/Registrar per the email address: **registrar@ciamcghana.org** before the close of business on Wednesday 15th September 2021.

For further information, please contact, 0571856008, (Mrs. Hannah Coffie) during the business hours of 09:00am to 03:00pm.

We are counting on your usual cooperation

Yours faithfully,



Samuel Mawusi Asafo

CEO/Registrar

Tel. 0244972554, 0553903442

Email: registrar@ciamcghana.org, mawusius@gmail.com

STANDING COMMITTEES OF THE BOARD

1. Education and Professional Examinations Committee (EPEC)
2. Membership and Continuing Professional Development Committee (MCPDC)
3. Finance and Projects Committee (FPC)
4. Corporate Communications Committee (CCC), and
5. Professional Conduct and Ethics Committee (PCEC)

The Functions of the Committees shall be as follows:

i. Education and Professional Examinations Committee (EPEC)

The Institute shall have an Education and Examinations Committee of the Board to be headed by a Professional Fellow of the Institute, preferably with a Master Degree in management-related discipline, appointed by the Institute for a term to be determined by the Board. The appointment could be made from within the members of the Board of Trustees or from among other professional members of the Institute in good standing. The chairman shall serve as an advisor to the Executive Management Committee

The Committee shall be responsible for the following:

- Upgrade of the structure of certification and content of professional examination syllabus and guide
- Periodically revise licensing requirements
- Supervise the Management Examination Council
- Any other function as may be prescribed by the Board of Trustees or requested by the examinations and professional development directorate.

ii. Membership and Continuing Professional Development Committee (MCPDC)

The committee shall:

- Periodically review and upgrade the continuing professional education and development programmes and processes
- Devise innovative ways by which MCPE can be effectively financed and organized
- Devise innovative means of increasing public and corporate participation in the Institute's MCPE and consulting skills development programmes
- Develop and commission development of modules and manuals for CPEDC of the Institute
- Any other function as may be prescribed by the Board or requested by the research and continuing professional development directorate
- The chairman shall serve as an advisor to the Executive Management Committee

iii. Finance and Projects Committee (FPC)

This committee shall be responsible for:

- Advising the Board and assist management on fund mobilization strategies and investment opportunities
- Ensuring that projects of the Institute are executed within the financial policies defined by the Institute or the Board
- Periodically evaluating the Institute's investment policies, practices and portfolio and making appropriate recommendations to the Board
- Any other function as may be prescribed by the Board or requested by the Secretariat
- The chairman shall serve as an advisor to the Executive Management Committee

iv. Corporate Communications Committee (CCC)

This committee shall be responsible for providing technical and professional advice to Management on publicity and public relations issues with respect to media relations, corporate relations, employee relations, community relations, government relations, client relations, international relations, and any other relevant stakeholder public relations concerns. The chairman shall serve as an advisor to the Executive Management Committee

v. Professional Conduct and Ethics Committee (PCEC)

The purpose of this Committee is to educate present and future CIAMC members on their ethical responsibilities, roles and duties as professionals.

In the pursuit of the practice of administration and consultancy profession, it is vital that the members conduct or execute their work in an ethical manner in order to earn and maintain the confidence of team members, colleagues, employees, employers, customers, clients, the public, and the global community at large in all respect. The Committee shall also be responsible for discipline among members. It shall be the duty of the Committee to ensure that the Institute earns and sustain the trust of the public. The chairman shall serve as an advisor to the Executive Management Committee