

QUALITY MANAGEMENT INSTITUTE BOARD

INTRODUCTION

- Quality Management Institute is a Division of CSA Group and generally offers its services as “QMI - a Division of CSA Group.”
- It was established by the CSA Board of Directors, June 19, 1984.
- Its operating powers and procedures were amended by the CSA Board, June 21, 1988, and January 26, 1995.

MISSION

Our mission is to be the leader in North America in providing independent third-party registration to national and international management system standards for organizations in selected geographic and industry sectors.

ACCOUNTABILITY

- QMI shall be under the direction of the QMI Board which shall be responsible to the CSA Group Board of Directors.
- The QMI Board advises the President of QMI regarding QMI's strategies, policies, business plans, and performance, and advises the CSA Group Board of Directors on these matters.
- The QMI Board reports through its Chair to the CSA Group Board of Directors.

RESPONSIBILITIES

The primary role of the QMI Board is to help support the development of strategies for approval by the CSA Group Board of Directors while also advising the President of QMI. Its specific responsibilities are to:

- Review, help develop and take forward strategies in the field of management system registration to the CSA Group Board of Directors for approval.
- Review proposed business plans, operating budgets and major capital expenditures, and make recommendations on QMI's plans and budget to the CSA Group Board of Directors.
- Monitor QMI's progress relative to the implementation of strategies and business plans, reporting its conclusions to the CSA Group Board of Directors.
- Ensure that QMI policies and procedures are developed and implemented to fulfil QMI's mission and, in so doing, meet QMI's accreditation requirements.



COMPOSITION

- The Chair and Members of the QMI Board shall be appointed by the CSA Directors every two (2) years, for a term of two (2) years, and may be reappointed for further terms.
- The QMI Board shall consist of up to nine (9) members.
- The Chair of the CSA Group Board of Directors, the President & CEO of CSA Group and the President, QMI, shall be ex-officio members of the QMI Board.
- For a meeting of the QMI Board, a quorum shall consist of 50% of the QMI Board Members. In determining a quorum, ex-officio members, with the exception of the President, QMI, shall be considered as substitutes for Board Members and, in so doing, carry the right to vote.

Approved by the CSA Board of Directors
March 24, 2004

The above Terms of Reference were revised by M. Phipps and T. Crozier
August 20, 1999, for accreditation purposes.

