

# Professional Conduct Committee – Terms of Reference

## Purpose

- Handle professional conduct complaints and disciplinary processes.
- Provide guidance on professional conduct to Society Members.

## Scope

- Review and update Code of Conduct and Disciplinary Procedures of the Society (DP)..
- Be responsible for the oversight of the professional conduct of members of the Society.
- Provide guidance on professional conduct to members.
- Initiate a complaint against a Member, if it has reason to believe there may be grounds for misconduct..
- Manage complaints made to the Society under the DP.
  - Perform the Gatekeeping Stage, as set out in the DP.
  - If appropriate, initiate the Investigation Stage, as set out in the DP.
- Assist any party involved in the disciplinary process regarding procedural matters.
- Provide Council with advice if requested on the appointment and nominations for the Investigation Panel and the Appeals Panel..
- Provide Council with informal and formal advice as required on professional matters, the Code of Conduct and the DP.

Date: 27 May 2024