

Accreditation Manager's Subcommittee Terms of Reference (2026)

1. Committee Name

The Accreditation Manager's Subcommittee of the Health Professions Accreditation Collaborative (HPAC) Forum.

2. Purpose

The Accreditation Manager's Subcommittee provides a forum for interprofessional exchange, discussion, cooperation, collaboration, harmonisation and sharing of good practice in accreditation processes and procedures. The Sub-committee will respond to tasks requested by the Forum.

3. Membership

- 3.1 The Accreditation Manager's Subcommittee comprises one nominated representative (Director, Accreditation Manager or nominee) from each member authority of the Health Professions Accreditation Collaborative Forum. Sector stakeholders may be invited to participate as guest speakers or contributors as appropriate.
- 3.2 Each Member Authority may nominate one additional Observer to attend meetings. Observers support continuity, leadership transitions, and diverse governance structures within Member Authorities.
- 3.3 The Executive Officer is a member of the Subcommittee, with the Forum Chair (or nominee) an ex officio member.
- 3.4 The Chair of the Accreditation Managers Subcommittee will be nominated and appointed solely by the Forum. The Sub-committee will not have authority to select or recommend its own Chair.
- 3.5 The Chair will hold office for a two-year term, aligned with the term of the main Forum. The Chair may serve a maximum of three consecutive terms. In exceptional circumstances, and to ensure continuity of leadership, the Forum may approve an extension beyond this limit.
- 3.6 Declaration of Interest – the Forum secretariat keeps a register of *Members Standing Notice of Interests*.
 - 3.6.1 Subcommittee members are asked to declare any personal or professional interest that may be perceived to conflict with their ability to consider impartially any agenda item.
 - 3.6.2 It is the responsibility of each member to keep this information up to date.

4. Scope

The Accreditation Managers Subcommittee is a discussion forum and working group, facilitating information exchange and innovation for the development of best practice in accreditation processes and procedures.

The Accreditation Managers Subcommittee will respond to requests from the HPAC Forum and may make recommendations or provide advice for consideration by the Forum.

5. Reporting

The Accreditation Managers Subcommittee reports, through its Chair, to the Health Professions Accreditation Collaborative (HPAC) Forum following each meeting of the Subcommittee.

6. Meetings

- 6.1 The Accreditation Managers Subcommittee will meet either online or face-to-face.
- 6.2 The Accreditation Managers Sub-committee will meet at least twice per year, and ideally five times. Meetings will generally occur approximately two weeks prior to a scheduled Forum meeting. Of the annual meetings, three will be held in person and two will be conducted online.
- 6.3 A quorum is at least half the membership number plus one.
- 6.4 A recommendation to go forward to the Forum must be supported by half plus one of the membership number.
- 6.5 The Forum Secretariat will provide the Secretariat and administrative support of the Accreditation Managers Subcommittee.
- 6.6 Costs of attendance/participation for a representative will be met by each respective authority.
- 6.7 Meetings shall be hosted by member authorities on a rotating basis, including provision of facilities and catering.
- 6.8 The Executive Officer will serve as the Deputy Chair of the Sub-committee. In the absence of the Chair, the Deputy Chair will assume responsibility for chairing the meeting to ensure continuity and effective governance.

7. Review

The Forum will review the performance of the Accreditation Managers Sub-committee against these Terms of Reference every two years (or earlier if required).

Version	Date	Changes	Author	Approved by
1.0	23/03/2018	Initial issue	Forum Secretariat	HPAC Forum
2.0	08/04/2026	Update	Subcommittee Chair and EO	HPAC Forum