



THE ZAMBIA INSTITUTE OF HUMAN RESOURCE MANAGEMENT

FUNCTIONAL COMMITTEES OF THE ZIHRM COUNCIL

1.0 INTRODUCTION

In the execution of its mandate and strategic priorities, the Zambia Institute of Human Resource Management Council Resolved to delegate some of its functions to six (6) Committees of Council, namely; Governance and Planning Committee, Finance and Administration Committee, Business Development Committee, Compliance and Registration Committee, Research and Development Committee and Disciplinary Committee.

2.0 CONSTITUTION OF THE COMMITTEES

- 2.1 All Committees shall be appointed in accordance with the provisions of the First Schedule, Section 18(2) (6) of the Zambia Institute of Human Resource Management Act No. 3 of 2022.
- 2.2 The membership of committees shall consist of five members or such a number as agreed depending on the special need. The Registrar and the Head/Representative of the responsible department will attend meetings and will record proceedings of these meetings as Secretary.

3.0 COMMITTEES, TERMS OF REFERENCE AND COMPOSITION

- 3.1 After a thorough review of the current Committees of Council, for purposes of efficiency and focus, the number of Committees has been revised to six (6) outlined below:
 - i) Governance and Planning Committee
 - ii) Compliance and Registration Committee
 - iii) Finance and Administration Committee
 - iv) Research and Development Committee
 - v) Business Development Committee

- vi) Disciplinary Committee

3.2 The Terms of Reference for Committees are hereby outlined below:

3.1.1 GOVERNANCE AND PLANNING COMMITTEE

(a) Purpose

The Governance and Planning Committee is established to propose, receive and consider and recommend matters relating to governance of the institute and formulation of institutional policies other than those considered by other Committees. Further, the Committee is established to strengthen the policy, legal and regulatory framework of the institute in order to enhance efficiency and effectiveness in the execution of its mandate.

(b) Terms of Reference

- i) Review and develop all documents aimed at strengthen standards and regulation of the HR profession;
- ii) consider and recommend to Council the Institute's governance and operational documents such as governance and operational manuals, policies and procedures;
- iii) undertake regular reviews of operations to ensure institutional compliance with the law, government regulations and best practices;
- iv) determine and implement mechanisms for regular review of the policies, legal and regulatory framework;
- v) make periodic reviews of the ZIHRM Act and recommend relevant revisions in order to align it to changing times and respond to more current trends that foster effective operations;
- vi) design and operationalize a monitoring and evaluation framework for institutional operations;
- vii) recommend documents and standards for good corporate governance in Council and functional committees; and
- viii) attend to any matters incidental to governance and planning for the Institute.

(c) Membership

NO.	MEMBERS	DESIGNATION
1		Chairperson
2		Vice Chairperson
3		Member

4		Member
5		Member
6		Member

3.1.2 COMPLIANCE AND REGISTRATION COMMITTEE

(a) Purpose

The Compliance and Registration Committee is established to propose, receive, consider and recommend matters pertaining to members' adherence to the ZIHRM Act and all policies incidental to the Act and other legislation related to the HR Practice. Further, the Committee is established to foster the member value proposition through activities aimed at effective registration and related services.

(b) Terms of Reference

- i) review indexing and registration reports of practitioners in line with set criteria and standards;
- ii) index and register students of human resource management;
- iii) review and recommend mechanisms for regulation of practitioners;
- iv) issue practicing certificates to eligible members;
- v) review members' applications for admission, upgrades or regrading based on criteria;
- vi) review reports on investigations of cases of professional misconduct among members under the ZIHRM Act;
- vii) enforce continuing professional development requirements for practitioners based on member needs;
- viii) review member compliance reports and actions taken on compliance assessments; and
- ix) develop and implement a mechanism for growing the membership base of the Institute; and
- x) attend to any matters incidental to compliance and registration of members.

(c) Membership

NO.	MEMBERS	DESIGNATION
1		Chairperson
2		Member
3		Member
4		Member
5		Member

3.1.3 FINANCE AND ADMINISTRATION COMMITTEE

(a) Purpose

The Finance and Administration Committee is established to mobilize finances and other resources for the Institute's operations and sustainability. The Committee is also mandated to effectively manage, and report financial and other resources in order to enhance accountability and transparency.

(b) Terms of Reference

- i) review and recommend annual estimates of income and expenditure for each financial year;
- ii) recommend the annual work plan in liaison with the Governance and Planning Committee of the Institute;
- iii) review draft financial statements of the Institute and recommend them to Council before approval by the AGM;
- iv) receive and consider the quarterly and annual accounts;
- v) monitor and evaluate the performance of the Institute against budgets and plans;
- vi) review all policies, plans and procedures on financial matters of the Institute;
- vii) review and recommend resource mobilization strategies;
- viii) review and recommend policies, and investment plans in order to generate income for the Institute;
- ix) propose fees and other charges levied by the Institute from time to time;
- x) consider and recommend for the appointment of external auditors;
- xi) lobby government and other stakeholders for financial and other support of the Institute's programmes; and
- xii) review and recommend policies on staff welfare and conditions of service

(c) Membership

NO	MEMBERS	DESIGNATION
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1		Chairperson
2		Vice Chairperson
3		ZICA Representative
4		Member
5		Member

3.1.4 RESEARCH AND DEVELOPMENT COMMITTEE

(a) Purpose

The Research and Development Committee is established to propose, consider and review documents and plans aimed at promoting member value proposition. Further, the Committee is charged with the responsibility of researching, and proposing training and development, and consultancy activities.

(b) Terms of Reference

- i) develop, promote and enforce internationally comparable human resource management standards in Zambia;
- ii) review curricular and propose learning programmes to be accredited by the Higher Education Authority in human resource management;
- iii) recommend content and mechanisms for implementing continuous professional development programmes among practitioners;
- iv) encourage and promote research into any matters affecting the human resource management profession;
- v) enforce continuing professional development requirements for practitioners;
- vi) collect and collate information, publish information (knowledge bank) of service and interest to members;
- vii) undertake research and publish regularly, the Institute's Journal, Articles, Newsletters and people management Books;
- viii) Establish and maintain effective links with relevant local partners and stakeholders in order to create and strengthen local synergies; and
- ix) attend to any matters incidental to research, publications and development of staff and members of the Institute.

(c) Members

NO.	MEMBERS	DESIGNATION
1		Chairperson
2		Member
3		Member
4		Member
5		Member

3.1.5 BUSINESS DEVELOPMENT COMMITTEE

(a) Purpose

The Business Development Committee is established to effectively market the Institute's programs and services in order to create public awareness and raise its profile. The Committee will be expected to recommend strategies aimed at growing the Institute's membership, finances and propose opportunities for investment:

(b) Terms of Reference

- i) recommend programmes to promote public awareness in matters relating to the human resource management profession;
- ii) repose programmes to promote awareness among practitioners in matters relating to human resource management education, practice and regulation;
- iii) develop and implement mechanisms for growing financial base of the Institute through events.
- iv) recommend and implement marketing strategies as approved by Council;
- v) review documents for consultancy works and champion the drive to acquire consultancy works in liaison with the Research and Development Committee;
- vi) review initiatives and prepare product packages for sale to members and other potential clients of the Institute;
- vii) organize and publicize the Institute's annual General meeting (AGM), Conventions, workshops, summits and other activities; and
- viii) spearhead the agenda for digitalization of services of the Institute.
- ix) Suggested addition "Collaborate with the Compliance and Registration Committee to align business strategies with membership growth objectives."

x)

(c) Members

NO.	MEMBERS	DESIGNATION
1		Chairperson
2		Member
3		Member
4		Member
5		Member

3.1.6 DISCIPLINARY COMMITTEE

(a) Purpose

The Disciplinary Committee is established to resolving complaints of alleged violations of policies and or professional standards against the human resource practitioners and to decide the appropriate Institute response and action. The functions of the Disciplinary Committee shall be as prescribed in section 42 the ZIHRM Act No. 3 of 2022 hereunder restated:

Terms of Reference

- i) to hear and determine any complaint or allegation against a member of the Institute;
- ii) Collect Facts of all complaints arising under the Codes of ethics and Conduct;
- iii) Conduct all disciplinary hearings;
- iv) Make decisions on complaints after the completion of the disciplinary proceeding; and
- v) Consult with legal Counsel in situations where external bodies such as the courts or the police are involved.

Membership

NO.	MEMBERS	DESIGNATION
1		Chairperson
2		Vice Chairperson
3		Member
4		Member
5		Member
6		Member

4.0 GUIDELINES FOR COMMITTEE MEETINGS

4.1 Attendance of Meetings

- i) In Committees, the Registrar/Chief Executive Officer shall attend the meetings as an ex-officio member.
- ii) Unless otherwise stated, the Registrar or designated representative/officer responsible for a concerned function or department shall be the Secretary of all Committees.

4.2 Meetings

- i) The Committees shall meet formally at least once per quarter or four times in a year;

- ii) An extraordinary meeting of a Committee may be called by the Chairperson in liaison with secretariat where there is a compelling reason;
- iii) Notice of each meeting confirming the venue, time and date, together with an agenda shall be sent to each member of the Committee at least five (5) working days before the meeting.
- iv) The quorum for Committee meetings shall be half + 1 the members of the Committee.
- v) In the absence of the Committee Chairperson the Councilor present shall chair the meeting. Where both are not present, the meeting shall not proceed.
- vi) The Secretary shall keep appropriate records of all meetings of Committees, with appropriate minutes of the proceedings and resolutions and an action tracker.
- vii) Copies of minutes of meetings shall be circulated to all Members of the Committee. Any Member of Council may obtain copies of minutes of any Committee upon making a request to the Secretary, as long as there is no conflict of interest.

Issued by: Sikatumba Owen Chilala

REGISTRAR/CEO

July 2025