

Institute of Management Accountants, Inc.

Committee Charter

Committee Name: Committee on Ethics

Board Support Committee

Reporting Board Standing Committee: Governance Committee

Committee Work Timeframe: Ongoing

1. Purpose and Objective

The purpose of the IMA Committee on Ethics (“CoE”) is to encourage and support IMA members, their organizations, and individuals who come into professional contact with the IMA members to adopt, promote, and execute superior business practices incorporating the highest ethical principles consistent with IMA’s mission and its Statement of Ethical Professional Practice. The objective of the CoE is to advance the ethical practices and principles.

2. Strategic Alignment

The CoE supports IMAs strategic goals by creating value for members through the following:

- a. Ensure members commit to ethical practices and guide them in dealing with ethical dilemmas.
- b. Provide assistance through the Ethics Helpline
- c. Provide guidance and direction on ethical matters by maintaining a contemporary Statement of Ethical Professional Practice.
- d. Moderate and present sessions on ethics education and training at IMA chapters, councils, and other member communities and conferences
- e. Support student panels and student case competitions on the subject of ethics as needed.

3. Committee Composition

The CoE shall consist of up to 25 members in good standing. The operating structure of the Committee will include a Chair and Vice Chair recommended by the committee and approved by the IMA Nominating Committee. Subcommittees and taskforces may be established according to the Committee’s Operational Guidelines.

An annual call is sent out to IMA members who may apply to serve on the committee. The committee chair and board liaison review member applications and select members for the open positions on the committee. Terms of all committee members are prescribed in Policy D-115.

4. Activities to be Performed

The CoE shall:

- a. **CoE Meetings** - Conduct regular meetings necessary to fulfil the charter of the committee.
- b. **Ethics Helpline** – Monitor requests and provide helpline support to IMA members for resolution of ethical issues.
- c. **IMA Policy and Program Support:**
 - Review and confirm understanding of and compliance with IMA Board Policies, A-301 (Ethics Compliance) and A-301A (Ethics Compliance for Chapter and Council Board Members) by reviewing the conflict-of-interest statements received from volunteer leaders at the beginning of and during each fiscal year including any mitigation considered necessary and,
 - Provide updates to Governance on member compliance with these policies.
- d. **Membership Compliance and Volunteer Services** –
 - Adjudicate on the membership application from applicants with prior felony record.
 - Deliberate on cases of member violation allegations of the Statement of Ethical Professional Practice and recommend appropriate action in compliance with IMA By-Laws and Board Policy C-400.
- e. **Thought Leadership and Professional Courtesy Activities** – At the request of and in collaboration with IMA’s staff, review submissions covering ethics contents and assist in the development of educational materials related to ethics.
- f. **IMA’s Statement of Ethical Professional Practice** – Review annually and revise as necessary.

5. Achievements

The CoE performs activities as outlined in the charter activities.

6. Measurement

- a. **CoE Meetings** – 80% of CoE meetings will achieve a quorum in order to effectively conduct business in a timely manner and maximize member engagement.
Ethics Helpline – 100% completion review of usage reports for IMA’s Ethics Helpline and analyze the number of requests, the type of request, and the timely resolution of the request.
- b. **Policy and Program Support** – Provide a minimum of 3 ethics columns in *Strategic Finance*, or as required.
- c. **Membership Compliance** – 100% completion of conflict-of-interest issues and ethics related activities addressed by the CoE.
- d. **Thought Leadership and Professional Courtesy Activities** – A minimum of 1 presentation on ethics topic to chapters, councils, and other member communities and conferences supported by CoE members.
IMA’s Statement of Ethical Professional Practice – Complete annual review and revision, as necessary, of IMA’s Statement of Ethical Professional Practice to address contemporary issues, and compatible with IMA’s Core Values.

Submitting Board Liaison: Krishna Mankal

Submitting Staff Liaison: Narnesha Pawliczek

Date Submitted: November 14, 2024, REVISED:

APPROVED: XXXXXXXX