



## **INSTITUTE'S COMMITTEES AND BOARDS' CHARTER**

The following Institute's Committees and Boards are constituted in accordance with the CIFCFIN Act 2022 and Part 6 of the Governance Regulations 2023.

### **Committees:**

- 1) Audit Committee (AC)
- 2) Governance and Risk Management (G&RMC)
- 3) Remunerations and Nominations committee (R&NC)
- 4) Finance and General Purposes Committee (F&GPC)
- 5) Professional Training and Standards Committee (PT&SC)
- 6) Research and Technical Committee (R&TC)
- 7) Membership and Privileges Committee (M&PC)
- 8) Professional Practice Committee (PPC)
- 9) Women In Forensics and Fraud Investigation (WIFFI).
- 10) Government Relations Committee (GRC)
- 11) Regulations and Rules Committee (R&RC)
- 12) International Relations Committee (IRC)

### **Advisory Boards**

- 1) Experts Advisory Board
- 2) Regulatory Advisory Board
- 3) Board of Diplomates
- 4) Board of Past Presidents (Not constituted)
- 5) Governing Board of Nigerian College of Forensics and Fraud Investigators.

## AUDIT COMMITTEE CHARTER

### **Purpose of the Committee**

The audit committee shall be competent in monitoring the Institute's activities and ensuring the integrity and effectiveness of the reports, financial statements and internal control systems. The duties of the audit committee shall particularly include prescriptions in Article 34 of Governance Regulations 2023.

### **Scope and Key Objectives**

#### **a) Financial Reports:**

- 1) analysing the Institute's interim and annual financial statements before presenting them to the Council and providing its opinion and recommendations thereon to ensure their integrity, fairness and transparency;
- 2) providing its technical opinion, at the request of the Council, regarding whether the Council's report and the Institute's financial statements are fair, balanced, understandable, and contain information that allows Members and investors to assess the Institute's financial position, performance, business model, and strategy;
- 3) analysing any important or non-familiar issues contained in the financial reports;
- 4) accurately investigating any issues raised by the Institute's chief financial officer or any person assuming his/her duties or the Institute's compliance officer or external auditor;
- 5) examining the accounting estimates in respect of significant matters that are contained in the financial reports; and
- 6) examining the accounting policies followed by the Institute and providing its opinion and recommendations to the Council thereon.

#### **b) Internal Audit:**

- 1) examining and reviewing the Institute's internal and financial control systems and risk management system;
- 2) analyzing the internal audit reports and following up the implementation of the corrective measures in respect of the remarks made in such reports; and
- 3) monitoring and overseeing the performance and activities of the internal auditor and internal audit department of the Institute, if any, to ensure the availability of the necessary resources and their effectiveness in performing the assigned activities and duties. If the Institute has no internal auditor, the committee shall provide a recommendation to the Council on whether there is a need to appoint an internal auditor.
- 4) providing a recommendation to the Council on appointing the manager of the internal audit unit or department, or the internal auditor and suggest his/her remunerations.
- 5) External Auditor:
- 6) providing recommendations to the Council to nominate external auditors, dismiss them, determine their remunerations, and assess their performance after verifying their independence and reviewing the scope of their work and the terms of their contracts;

- 7) verifying the independence of the external auditor, its objectivity, fairness, and effectiveness of the audit activities, taking into account the relevant rules and standards;
- 8) reviewing the plan of the Institute's external auditor and its activities, and ensuring that it does not provide any technical or administrative works that are beyond its scope of work, and provides its opinion thereon;
- 9) responding to queries of the Institute's external auditor; and
- 10) reviewing the external auditor's reports and its comments on the financial statements, and following up the procedures taken in connection therewith.

**c) Ensuring Compliance:**

- 1) reviewing the findings of the reports of supervisory authorities and ensuring that the Institute has taken the necessary actions in connection therewith;
- 2) ensuring the Institute's compliance with the relevant laws, regulations, policies and instructions;
- 3) reviewing the contracts and proposed Related Party transactions, and providing its recommendations to the Council in connection therewith; and
- 4) reporting to the Council any issues in connection with what it deems necessary to take action on, and providing recommendations as to the steps that should be taken.

**Organization and Governance**

**Meeting Schedule:** The Committee will conduct business of the Committee through an ongoing schedule of quarterly physical, conference calls and/or electronic communications, or otherwise as scheduled by the Chair on the request of the Council.

**Membership:**

<b>S/No.</b>	<b>Name</b>	<b>Responsibility</b>
1.	Dr. Rakiya Yusuf	Chairman
2.	Emmanuel Shaibu	Member
3.	Petu Joy Aina	Member
4.	Dr. Dahiru Mohammed	Member
5.	Daniel Omale	Member
6.	Registrar/Committee Staff Liaison	Secretary

**Chair Responsibilities:**

The Committee Chair is responsible for leadership and facilitating the work of the Committee including, but not limited to, calling meetings of the Committee/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Committee members and with the CIFCFIN Council.

**Term:**

The Committee Chair and members will serve a two-year term. The Chair will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Member Responsibilities:**

Committee members are expected to devote sufficient time to participate in and contribute to the Committee activities. Committee members are required to adhere to the Committee Charter and assume and complete assignments as designated. Committee members who miss two consecutive Committee meetings without

notification and approval of the Committee Chair can be dismissed from Committee membership.

**Term:**

Each Committee member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Committee Staff Liaison Responsibilities:**

The Committee Staff Liaison provides necessary support to the Chair and Committee members to facilitate the work of the Committee including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Committee's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Committee;
- ✓ Develop metrics to measure Committee performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Committee present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Committee will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.

## REMUNERATION AND NOMINATIONS COMMITTEE CHARTER

### **Purpose of the Committee**

The competences of the remuneration responsibilities include preparing a clear policy for the remunerations of the Council members and its committees and the Management, and presenting such policy to the Council, provided that such policy follows standards that linked to performance, and disclosing and ensuring the implementation of such policy and other duties as contained in Article 35 of Governance Regulations 2023.

### **Scope and Key Objectives**

The competences of the remuneration responsibilities are:

- 1) preparing a clear policy for the remunerations of the Council members and its committees and the Management, and presenting such policy to the Council, provided that such policy follows standards that linked to performance, and disclosing and ensuring the implementation of such policy;
- 2) clarifying the relation between the paid remunerations and the adopted remuneration policy, and highlighting any material deviation from that policy.
- 3) periodically reviewing the remuneration policy and assessing its effectiveness in achieving its objectives; and
- 4) providing recommendations to the Council in respect of the remunerations of its members, the committees members and Management, in accordance with the approved policy.
- 5) The Remuneration Policy Without prejudice to the provisions of the CIFCFIN Act 2022 and their implementing regulations, the remuneration policy shall:
  - a) be consistent with the Institute's strategy and objectives;
  - b) provide remunerations with the aim of encouraging the Council members and Management to achieve the success of the Institute and its long-term development, by for example making the variable part of the remuneration linked to the long-term performance;
  - c) determine remuneration based on job level, duties and responsibilities, educational qualifications, practical experience, skills and level of performance;
  - d) be consistent with the magnitude, nature and level of risks faced by the Institute;
  - e) take into consideration the practices of other institutes in respect of the determination of remunerations, and avoid the disadvantages of such comparisons in leading to unjustifiable increases in remunerations and compensations;
  - f) attract talented professionals and retain and motivate them without exaggeration;
  - g) be prepared in coordination with the nomination committee in respect of new appointments;
  - h) take into consideration situations where remunerations should be suspended or reclaimed if it is determined that such remunerations were set based on inaccurate information provided by a member of the Council or the management, in order to prevent abuse of power to obtain unmerited remunerations.
- 6) The competences of the nomination responsibilities shall include the following:

- a) suggesting clear policies and standards for membership of the Council and the Management;
- b) providing recommendations to the Council for the nomination or re-nomination of its members in accordance with approved policies and standards, taking into account that nomination shall not include any person convicted of a crime involving moral turpitude or dishonesty;
- c) preparing a description of the capabilities and qualifications required for membership of the Council and Management positions;
- d) determining the amount of time that the member shall allocate to the activities of the Council;
- e) annually reviewing the skills and expertise required of the Council members and the Management;
- f) reviewing the structure of the Council and the Management and providing recommendations regarding changes that may be made to such structure;
- g) annually ensuring the absence of any conflicts of interest if a Council member also acts as a member of the Council of directors of another Institute;
- h) providing job descriptions for the Management;
- i) setting procedures to be followed if the position of a member of the Council or a Senior Executive becomes vacant; and
- j) determining the strengths and weaknesses of the Council and recommending remedy solutions that serve the Institute's interests.

**Organization and Governance**

**Meeting Schedule:** The Committee will conduct business of the Committee through an ongoing schedule of quarterly physical, conference calls and/or electronic communications, or otherwise as scheduled by the Chair on the request of the Council.

**Membership:**

S/No.	Name	Responsibility
1.	Hajiya Fatima Muhammadu Buhari	Chairman
2.	Omoniyi Wahab Shina	Member
3.	Amina JS Ndanusa	Member
4.		Member
5.	Registrar/Committee Staff Liaison	Secretary

**Chair Responsibilities:**

The Committee Chair is responsible for leadership and facilitating the work of the Committee including, but not limited to, calling meetings of the Committee/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Committee members and with the CIFCFIN Council.

**Term:**

The Committee Chair and members will serve a two-year term. The Chair will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Member Responsibilities:**

Committee members are expected to devote sufficient time to participate in and contribute to the Committee activities. Committee members are required to adhere to the Committee Charter and assume and complete assignments as designated.

Committee members who miss two consecutive Committee meetings without notification and approval of the Committee Chair can be dismissed from Committee membership.

**Term:**

Each Committee member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Committee Staff Liaison Responsibilities:**

The Committee Staff Liaison provides necessary support to the Chair and Committee members to facilitate the work of the Committee including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Committee's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Committee;
- ✓ Develop metrics to measure Committee performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Committee present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Committee will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.

## **GOVERNANCE AND RISK MANAGEMENT COMMITTEE CHARTER**

### **Purpose of the Committee**

The competences of the Governance and Risk Management Committee shall include developing a strategy and comprehensive policies for risk management that are consistent with the nature and volume of the Institute's activities, monitoring their implementation, and reviewing and updating them based on the Institute's internal and external changing factors, implementing governance regulations and the evaluation as provided in Article 36 of the Governance Regulations 2023.

### **Scope and Key Objectives**

- 1) developing a strategy and comprehensive policies for risk management that are consistent with the nature and volume of the Institute's activities, monitoring their implementation, and reviewing and updating them based on the Institute's internal and external changing factors;
- 2) determining and maintaining an acceptable level of risk that may be faced by the Institute and ensuring that the Institute does not go beyond such level;
- 3) Ensuring the feasibility of the Institute continuation, the successful continuity of its activities and determining the risks that threaten its existence during the following twelve (12) months;
- 4) overseeing the Institute's risk management system and assessing the effectiveness of the systems and mechanisms for determining and monitoring the risks that threaten the Institute in order to determine areas of inadequacy therein;
- 5) Regularly reassessing the Institute's ability to take risks and be exposed to such risks (through stress tests as an example);
- 6) preparing detailed reports on the exposure to risks and the recommended measures to manage such risks, and presenting them to the Council;
- 7) providing recommendations to the Council on matters related to risk management;
- 8) ensuring the availability of adequate resources and systems for risk management;
- 9) reviewing the organisational structure for risk management and providing recommendations regarding the same before approval by the Council;
- 10) verifying the independence of the risk management employees from activities that may expose the Institute to risk;
- 11) ensuring that the risk management employees understand the risks threatening the Institute and seeking to raise awareness of the culture of risk; and
- 12) reviewing any issues raised by the audit committee that may affect the Institute's risk management.

### **Organization and Governance**

**Meeting Schedule:** The Committee will conduct business of the Committee through an ongoing schedule of quarterly physical, conference calls and/or electronic communications, or otherwise as scheduled by the Chair on the request of the Council.



**Membership:**

S/No.	Name	Responsibility
1.	Dr. Olubode Oke	Chairman
2.	Dr. Waziri Lamorde Mounde	Member
3.	Scholastica Kumba	Member
4.	Ozomago Nneoma Festus	Member
5.	Titus S. Obadiah	Member
6.	Frank Obasi	Member
7.	Registrar/Committee Staff Liaison	Secretary

**Chair Responsibilities:**

The Committee Chair is responsible for leadership and facilitating the work of the Committee including, but not limited to, calling meetings of the Committee/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Committee members and with the CIFCFIN Council.

**Term:**

The Committee Chair and members will serve a two-year term. The Chair will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Member Responsibilities:**

Committee members are expected to devote sufficient time to participate in and contribute to the Committee activities. Committee members are required to adhere to the Committee Charter and assume and complete assignments as designated. Committee members who miss two consecutive Committee meetings without notification and approval of the Committee Chair can be dismissed from Committee membership.

**Term:**

Each Committee member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Committee Staff Liaison Responsibilities:**

The Committee Staff Liaison provides necessary support to the Chair and Committee members to facilitate the work of the Committee including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Committee's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Committee;
- ✓ Develop metrics to measure Committee performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Committee present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Committee will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.

## FINANCE AND GENERAL PURPOSES COMMITTEE (F&GPC) CHARTER

### Purpose of the Committee

The charter of the Finance and General Purposes Committee shall be to: formulate treasury management policy and investment strategy for the Council and other duties as provided in Article 37 of the Governance Regulations 2023.

### Scope and Key Objectives

- 1) Formulate treasury management policy and investment strategy for the Council;
- 2) Establish major external operations and associated businesses of the Council and oversee their conduct and financial regulations;
- 3) Approve recommendations concerning expenditure on items of capital projects in accordance with the Council’s financial regulations;
- 4) Scrutinise Council budget and financial transaction before they are presented to Council;
- 5) Recommend disposal of assets with an expected disposal value of the figure set down in the procedure of the proposal of assets;
- 6) Exercise control over the deposits and investments of money belonging to the Council;
- 7) Consider and make recommendations to the Council on the draft annual estimates of income and expenditure for each financial year;
- 8) Consider and decide on request for variations within the approved annual estimates from any unit of the Institute subject to the approval of the Council;
- 9) Approve rules and procedures for the control of expenditure and administration of other financial matters; and
- 10) Carry out any other function as may be delegated to it by the Council from time to time.

### Organization and Governance

**Meeting Schedule:** The Committee will conduct business of the Committee through an ongoing schedule of quarterly physical, conference calls and/or electronic communications, or otherwise as scheduled by the Chair on the request of the Council.

### Membership:

S/No.	Name	Responsibility
1.	Prof. Emma Okoye	Chairman
2.	Haj. Fatima M. Buhari	Member
3.	Mrs. Shiva Rae Kondoun	Member
4.	Dr. Jonathan Dyagas	Member
5.	Dr. Mohammed Ahmed	Member
6.	Mr. Aliyu Abubakar U/ Fed Min of Finance	Member
7.	Registrar/Committee Staff Liaison	Secretary

### Chair Responsibilities:

The Committee Chair is responsible for leadership and facilitating the work of the

Committee including, but not limited to, calling meetings of the Committee/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Committee members and with the CIFCFIN Council.

**Term:**

The Committee Chair and members will serve a two-year term. The Chair will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Member Responsibilities:**

Committee members are expected to devote sufficient time to participate in and contribute to the Committee activities. Committee members are required to adhere to the Committee Charter and assume and complete assignments as designated. Committee members who miss two consecutive Committee meetings without notification and approval of the Committee Chair can be dismissed from Committee membership.

**Term:**

Each Committee member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Committee Staff Liaison Responsibilities:**

The Committee Staff Liaison provides necessary support to the Chair and Committee members to facilitate the work of the Committee including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Committee's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Committee;
- ✓ Develop metrics to measure Committee performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Committee present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Committee will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.

## **PROFESSIONAL TRAINING AND STANDARDS COMMITTEE CHARTER**

### **Purpose of the Committee**

The charter of the Professional Training and Standards Committee shall be to organise in conjunction with the Nigerian College of Forensics and Fraud Investigators, the advancement of learning and to hold out to all persons without distinction, the opportunity of acquiring professional forensic expertise and fraud investigation as provided in Article 38 of the Governance regulations.

### **Scope and Key Objectives**

- 1) Organise in conjunction with the Nigerian College of Forensics and Fraud Investigators, the advancement of learning and to hold out to all persons without distinction, the opportunity of acquiring professional forensic expertise and fraud investigation;
- 2) Provide sources of instruction and the pursuit of learning in all spheres of forensics;
- 3) Set professional standards, rules, guidelines and procedures for regulations of training and practice in conjunction with relevant committees.
- 4) Encourage and promote scholarship in forensic disciplines, by developing and implementing outcome-based forensic professional education and fraud in investigation curricular that are empirically effective and globally competitive;
- 5) Provide leading edge academic professional programmes that meet professional contemporary needs through continuous review of the curricular; and offering excellence in continuing forensic professional education and fraud investigation;
- 6) Define, develop, and promote comprehensive and innovative pedagogical models of professional forensic education and fraud investigation that incorporate collaboration, integrated active learning and evidence-based outcomes, using appropriate advanced forensic laboratory;
- 7) Reinvent and transform forensic and fraud investigation professionals by developing team-based and innovative approaches to learning through the following continuum of disciplines: forensic accounting, sciences, humanities and fraud investigation;
- 8) Create and expand access and opportunities for forensic and fraud investigation education, attract and retain quality students, thereby assisting in developing human capital and mitigating against deficiency of forensic and fraud investigation professionals; and
- 9) Undertake other responsibilities by making proficiency training, certification programmes, and continuous professional development mandatory in the fields of forensics and fraud investigation for all members to enable them keep abreast with global advancements.

### **Organization and Governance**

**Meeting Schedule:** The Committee will conduct business of the Committee through an ongoing schedule of quarterly physical, conference calls and/or electronic communications, or otherwise as scheduled by the Chair on the request of the Council.

**Membership:**

S/No.	Name	Responsibility
1.	Prof. Michael Ayeni	Chairman
2.	Dr. Chris Chigbu	Member
3.	Mrs. Alice Urom	Member
4.	Prof. Awobode Oyelakin Lanre	Member
5.	Dr. Anthony Garba	Member
6.	Dr. Isa Ejiga Salifu	Member
7.	Barrister Grace Ekanem/Ministry of Education	Member
8.	Barrister Babatunde/Police Service Commission	Member
9.	Registrar/Committee Staff Liaison	Secretary

**Chair Responsibilities:**

The Committee Chair is responsible for leadership and facilitating the work of the Committee including, but not limited to, calling meetings of the Committee/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Committee members and with the CIFCFIN Council.

**Term:**

The Committee Chair and members will serve a two-year term. The Chair will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Member Responsibilities:**

Committee members are expected to devote sufficient time to participate in and contribute to the Committee activities. Committee members are required to adhere to the Committee Charter and assume and complete assignments as designated. Committee members who miss two consecutive Committee meetings without notification and approval of the Committee Chair can be dismissed from Committee membership.

**Term:**

Each Committee member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Committee Staff Liaison Responsibilities:**

The Committee Staff Liaison provides necessary support to the Chair and Committee members to facilitate the work of the Committee including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Committee's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Committee;
- ✓ Develop metrics to measure Committee performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Committee present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Committee will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.

## RESEARCH AND TECHNICAL COMMITTEE CHARTER

### **Purpose of the Committee**

The charter of the Research and Technical Committee shall be to carry out basic and applied research leading to the domestication and application of forensic sciences and fraud investigation to the Nigeria context through collaborative linkages with other academic and research institutions in Africa and the rest of the world among other duties provided in Article 39 of the Governance and Regulations 2023.

### **Scope and Key Objectives**

- 1) Carry out basic and applied research leading to the domestication and application of forensic sciences and fraud investigation to the Nigeria context through collaborative linkages with other academic and research institutions in Africa and the rest of the world;
- 2) Undertake other activities appropriate for research and community service as expected of an institute of high standard and as a centre of excellence.
- 3) Conduct system reviews and technical studies on forensics and fraud investigation and related subject matters.
- 4) Engage in the publications of research outputs in the forms of Journals, Country Report, Monographs, serials, manuals, and technical reports in the fields of forensics, fraud investigation and allied disciplines.
- 5) Conduct government policy evaluation and technical analysis and publish in public interest.
- 6) Provide research services aimed at addressing the peculiar need of the forensic and fraud examination professionals in Nigeria; and
- 7) Undertake any forms of research and publications assigned by the Council.

### **Organization and Governance**

**Meeting Schedule:** The Committee will conduct business of the Committee through an ongoing schedule of quarterly physical, conference calls and/or electronic communications, or otherwise as scheduled by the Chair on the request of the Council.

### **Membership:**

S/No.	Name	Responsibility
1.	Prof. Hassan Ibrahim	Chairman
2.	Dr. Alphonsus Edo Udoh	Member
3.	Prof. Augustine Akhidime	Member
4.	Prof. Ngozi Ijeoma	Member
5.	Edward Evbagharu Aghayedo	Member
6.	Nominee of FMST	Member
7.	Nominee of FMOH	Member
8.	Bosede Ikhanobo	Member
9.	Registrar/Committee Staff Liaison	Secretary

### **Chair Responsibilities:**



The Committee Chair is responsible for leadership and facilitating the work of the Committee including, but not limited to, calling meetings of the Committee/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Committee members and with the CIFCFIN Council.

**Term:**

The Committee Chair and members will serve a two-year term. The Chair will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Member Responsibilities:**

Committee members are expected to devote sufficient time to participate in and contribute to the Committee activities. Committee members are required to adhere to the Committee Charter and assume and complete assignments as designated. Committee members who miss two consecutive Committee meetings without notification and approval of the Committee Chair can be dismissed from Committee membership.

**Term:**

Each Committee member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Committee Staff Liaison Responsibilities:**

The Committee Staff Liaison provides necessary support to the Chair and Committee members to facilitate the work of the Committee including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Committee's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Committee;
- ✓ Develop metrics to measure Committee performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Committee present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Committee will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.

## MEMBERSHIP AND PRIVILEGES COMMITTEE CHARTER

### **Purpose of the Committee**

The Membership Committee has responsibility to provide guidance necessary to develop membership in Institute and to help define the values and benefits of membership. This Committee is also charged with working to aid in increasing and maintaining Institute membership: The charter of the Membership and Privileges Committee shall be to advise the Council on current membership policies and oversee programs for the recruitment and retention of members as provided in Article 40 of the Governance regulations 2023.

### **Scope and Key Objectives**

- 1) Advise the Council on current membership policies and oversee programs for the recruitment and retention of members;
- 2) Examine the reasons the Institute attracts and maintains members to assure that the Institute remains responsive to those issues;
- 3) Continually add value to Institute membership by identifying, implementing and marketing the exchange of ideas, networking and communication among members;
- 4) Ensure members (and non-members) in the forensics and fraud investigation community are aware of the resources, services and membership benefits of the Institute;
- 5) Provide oversight to assure relevant access to networking vehicles available to members such as the online community;
- 6) Evaluate and revise the membership categories/criteria and the dues structure, as necessary;
- 7) Provide guidance on the development of surveys and other research instruments that will help to evaluate members' needs, interests and opinions.

### **Membership:**

S/No.	Name	Responsibility
1.	Alh. Mohammed Maru Bawa	Chairman
2.	Mohammed Ahmed	Member
3.	Omoniyi Wahab Shina	Member
4.	Dr. Stacy Ann Nwodo	Member
5.	Stella Thomas Efiog	Member
6.	Dr. Caroline Ndubuisi	Member
7.	Nominee of FMTI	Member
8.	Amina JS Ndanusa	Member
9.	Registrar/Committee Staff Liaison	Secretary

### **Chair Responsibilities:**

The Committee Chair is responsible for leadership and facilitating the work of the Committee including, but not limited to, calling meetings of the Committee/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Committee members and with the CIFCFIN Council.

**Term:**

The Committee Chair and members will serve a two-year term. The Chair will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Member Responsibilities:**

Committee members are expected to devote sufficient time to participate in and contribute to the Committee activities. Committee members are required to adhere to the Committee Charter and assume and complete assignments as designated. Committee members who miss two consecutive Committee meetings without notification and approval of the Committee Chair can be dismissed from Committee membership.

**Term:**

Each Committee member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Committee Staff Liaison Responsibilities:**

The Committee Staff Liaison provides necessary support to the Chair and Committee members to facilitate the work of the Committee including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Committee's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Committee;
- ✓ Develop metrics to measure Committee performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Committee present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Committee will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.

## PROFESSIONAL PRACTICE COMMITTEE CHARTER

### **Purpose of the Committee**

The Professional Practice Committee has responsibility to oversee the implementation of Code of Conduct with regards to Discipline Procedures. Provide guidance as requested on matters related to professional practice. The Charter of the Professional Practice Committee shall be to define, implement and maintain standards of practice to provide a framework for all practitioners as provided in Article 41 of the Governance Regulations 2023.

### **Scope and Key Objectives**

- 1) Define, implement and maintain standards of practice to provide a framework for all practitioners;
- 2) Incorporate research (evidence based) findings into forensics and fraud investigation practice;
- 3) Assist in the development of/or approve documentation of practice standards and forms;
- 4) Assist in the development of professional practice policies and procedures;
- 5) Assess and recommend modifications of systems that impact professional practice;
- 6) Review outcomes and processes of professional practice to evaluate the quality and appropriateness of service quality;
- 7) Receive, review and act on recommendations from members or committees; and
- 8) Review professional Standards (Protocols, Procedures, and Guidelines) periodically.

### **Organization and Governance**

**Meeting Schedule:** The Committee will conduct business of the Committee through an ongoing schedule of quarterly physical, conference calls and/or electronic communications, or otherwise as scheduled by the Chair on the request of the Council.

### **Membership:**

S/No.	Name	Responsibility
1.	Mrs. Shiva Rae Kondoun	Chairman
2.	Dr. Michael Ayeni	Member
3.	Dr. Anthony Garba	Member
4.	Dr. Emmanuel Shaibu	Member
5.		Member
6.		Member
7.		Member
8.	Registrar/Committee Staff Liaison	Secretary

### **Chair Responsibilities:**

The Committee Chair is responsible for leadership and facilitating the work of the

Committee including, but not limited to, calling meetings of the Committee/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Committee members and with the CIFCFIN Council.

**Term:**

The Committee Chair and members will serve a two-year term. The Chair will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Member Responsibilities:**

Committee members are expected to devote sufficient time to participate in and contribute to the Committee activities. Committee members are required to adhere to the Committee Charter and assume and complete assignments as designated. Committee members who miss two consecutive Committee meetings without notification and approval of the Committee Chair can be dismissed from Committee membership.

**Term:**

Each Committee member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Committee Staff Liaison Responsibilities:**

The Committee Staff Liaison provides necessary support to the Chair and Committee members to facilitate the work of the Committee including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Committee's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Committee;
- ✓ Develop metrics to measure Committee performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Committee present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Committee will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.

## WOMEN IN FORENSICS & FRAUD INVESTIGATION (WIFFI) CHARTER

### Purpose of the Committee

The members of the WIFFI shall be female members of the Institute. The competences of the committee shall include to organise the women in promoting advocacy in anti-corruption and anti-fraud in Nigeria and abroad among others as provided in Article 42 of the Governance Regulations 2023.

### Scope and Key Objectives

- 1) Organise the women in promoting advocacy in anti-corruption and anti-fraud in Nigeria and abroad.
- 2) Engage in linkages and collaborations with similar bodies locally and globally.
- 3) Promote the interests of Women in the forensics and fraud investigation profession.
- 4) Mobilise women membership of the Institute, create awareness and engage in the professional development of women members.

### Organization and Governance

**Meeting Schedule:** The Committee will conduct business of the Committee through an ongoing schedule of quarterly physical, conference calls and/or electronic communications, or otherwise as scheduled by the Chair on the request of the Council.

### Membership:

S/No.	Name	Responsibility
1.	Mrs. Alice S. Urom	Chairman
2.	Shiva Rae Koundon – 1 <sup>st</sup> Deputy	Member
3.	Haj. Fatima M. Buhari -2 <sup>nd</sup> Deputy	Member
4.	Dr. Carol Ndubuisi -Treasurer	Member
5.	Dr. Rakiya Yusuf	Member
6.	Registrar/Committee Staff Liaison	Secretary

### Chair Responsibilities:

The Board Chair is responsible for leadership and facilitating the work of the Board including, but not limited to, calling meetings of the Board/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Board members and with the CIFCFIN Council.

### Term:

The Board Chair and members will serve a two-year term. The Chair will have the option to maintain this position for one additional term, if all responsibilities have been met.

### Member Responsibilities:

Committee members are expected to devote sufficient time to participate in and contribute to the Board activities. Board members are required to adhere to the Board Charter and assume and complete assignments as designated. Board members who miss

two consecutive Board meetings without notification and approval of the Board Chair can be dismissed from Board membership.

**Term:**

Each Board member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Committee Staff Liaison Responsibilities:**

The Board Staff Liaison provides necessary support to the Chair and Committee members to facilitate the work of the Board including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Board's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Board;
- ✓ Develop metrics to measure Board performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Board present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Board will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.



## GOVERNMENT RELATIONS COMMITTEE

### **Purpose of the Committee**

The members of the Committee shall be members of the Institute. The competences of the committee shall include to ensure smooth relationship between the Executive and Legislative Arms of Government.

### **Scope and Key Objectives**

- 5) Make regular contacts with the executive, legislative arms of government, and the Judiciary to address issues bothering on the mandate of the Instituter.
- 6) Engage in the arms of government in advocacy, linkages and collaborations with regards to forensics and fraud investigation.
- 7) Promote the interests of both arms of government in the forensics and fraud investigation profession.
- 8) Mobilise all stakeholders in government to create awareness and engage in the professional development of forensics and fraud investigation profession.

### **Organization and Governance**

**Meeting Schedule:** The Committee will conduct business of the Committee through an ongoing schedule of quarterly physical, conference calls and/or electronic communications, or otherwise as scheduled by the Chair on the request of the Council.

### **Membership:**

S/No.	Name	Responsibility
1.	FMOJ	Chairman
2.	Dr. Stacy Ann Nwodo	Member
3.	Dr. Michael Okpara	Member
4.	Prof. Ofili Ugwudioha	Member
5.		Member
6.	Registrar/Committee Staff Liaison	Secretary

### **Chair Responsibilities:**

The Board Chair is responsible for leadership and facilitating the work of the Board including, but not limited to, calling meetings of the Board/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Board members and with the CIFCFIN Council.

### **Term:**

The Board Chair and members will serve a two-year term. The Chair will ave the option to maintain this position for one additional term, if all responsibilities have been met.

### **Member Responsibilities:**

Committee members are expected to devote sufficient time to participate in and contribute to the Board activities. Board members are required to adhere to the Board Charter and assume and complete assignments as designated. Board members who miss



two consecutive Board meetings without notification and approval of the Board Chair can be dismissed from Board membership.

**Term:**

Each Board member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Committee Staff Liaison Responsibilities:**

The Board Staff Liaison provides necessary support to the Chair and Committee members to facilitate the work of the Board including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Board's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Board;
- ✓ Develop metrics to measure Board performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Board present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Board will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.

## REGULATIONS AND RULES COMMITTEE CHARTER

### **Purpose of the Committee**

The members of the Committee shall be members of the Institute. The competences of the committee shall include to identify and draft relevant Regulations and Rules in compliance with the CIFCFIN Act 2022.

### **Scope and Key Objectives**

- 9) Identify relevant regulations and rules in furtherance of the the CIFCFIN Act 2022.
- 10) Coordinate the drafting and consideration of relevant regulations and rules of the Institute.
- 11) Undertake periodic review of the regulations and rules of the Institute.
- 12) Advise the institute on existing regulations and rules.

### **Organization and Governance**

**Meeting Schedule:** The Committee will conduct business of the Committee through an ongoing schedule of quarterly physical, conference calls and/or electronic communications, or otherwise as scheduled by the Chair on the request of the Council.

### **Membership:**

S/No.	Name	Responsibility
1.	Dr. Chris Chigbu	Chairman
2.	Dr. Olubode Oke	Member
3.	FMOJ	Member
4.	Dada Stephen Babalola	Member
5.		Member
6.	Registrar/Committee Staff Liaison	Secretary

### **Chair Responsibilities:**

The Board Chair is responsible for leadership and facilitating the work of the Board including, but not limited to, calling meetings of the Board/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Board members and with the CIFCFIN Council.

### **Term:**

The Board Chair and members will serve a two-year term. The Chair will ave the option to maintain this position for one additional term, if all responsibilities have been met.

### **Member Responsibilities:**

Committee members are expected to devote sufficient time to participate in and contribute to the Board activities. Board members are required to adhere to the Board Charter and assume and complete assignments as designated. Board members who miss two consecutive Board meetings without notification and approval of the Board Chair can be dismissed from Board membership.

**Term:**

Each Board member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Committee Staff Liaison Responsibilities:**

The Board Staff Liaison provides necessary support to the Chair and Committee members to facilitate the work of the Board including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Board's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Board;
- ✓ Develop metrics to measure Board performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Board present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Board will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.



## INTERNATIONAL RELATIONS COMMITTEE CHARTER

### **Purpose of the Committee**

The members of the Committee shall be members of the Institute. The competences of the committee shall include to identify and draft relevant Regulations and Rules in compliance with the CIFCFIN Act 2022.

### **Scope and Key Objectives**

- 1) Identify relevant organizations for cooperation, collaboration, affiliations and linkages.
- 2) To have full responsibility for the Institute’s international relations programs and initiatives.
- 3) Undertake periodic review of the international relations agreements of the Institute.
- 4) Advise the institute on existing international relations.

### **Organization and Governance**

**Meeting Schedule:** The Committee will conduct business of the Committee through an ongoing schedule of quarterly physical, conference calls and/or electronic communications, or otherwise as scheduled by the Chair on the request of the Council.

### **Membership:**

S/No.	Name	Responsibility
1.	Dr. Caroline Ndubuisi	Chairman
2.	Prof. Tochukwu Okafor	Member
3.	FMST	Member
4.	Dada Stephen Babalola	Member
5.	Dr. Justina Okoro	Member
6.	Registrar/Committee Staff Liaison	Secretary

### **Chair Responsibilities:**

The Board Chair is responsible for leadership and facilitating the work of the Board including, but not limited to, calling meetings of the Board/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Board members and with the CIFCFIN Council.

### **Term:**

The Board Chair and members will serve a two-year term. The Chair will have the option to maintain this position for one additional term, if all responsibilities have been met.

### **Member Responsibilities:**

Committee members are expected to devote sufficient time to participate in and contribute to the Board activities. Board members are required to adhere to the Board Charter and assume and complete assignments as designated. Board members who miss two consecutive Board meetings without notification and approval of the Board Chair can be dismissed from Board membership.

**Term:**

Each Board member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Committee Staff Liaison Responsibilities:**

The Board Staff Liaison provides necessary support to the Chair and Committee members to facilitate the work of the Board including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Board's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Board;
- ✓ Develop metrics to measure Board performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Board present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Board will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.

**EXPERTS ADVISORY BOARD**

**Purpose of the Board**

The members of the Board shall possess an adequate level of knowledge in areas of expertise and must have held distinguished peak career positions in the public and private sectors with competency in forensics, security, fraud investigation and or related subjects. The membership shall largely be made of anti-corruption and law enforcement agencies in Nigeria. The competences of the committee shall include to provide technical guidance, advise and support within a particular subject as provided in Article 43 of the Governance Regulations 2023.

**Scope and Key Objectives**

- 1) The Experts Advisory Committee shall consists of experts from whom the Institute may obtain technical guidance and support within a particular subject.
- 2) A member of an expert advisory Committee is an expert appointed by the Council to contribute to the Institute on technical issues on developments in his or her field, and to offer advice as appropriate, spontaneously or upon request.
- 3) The committee may convene a meeting for the purpose of reviewing and making technical recommendations on a subject of interest to the Institute.
- 4) Any person possessing qualifications and/or experience relevant and useful to the activities of the Institute in a field covered by an established Board of Diplomates may be considered for appointment as a member of the Committee.
- 5) In the selection of members of Expert Advisory Committee the Council may consider primarily their technical ability and experience, but he also endeavour to ensure that the Committee have the broadest possible representation in terms of diversity of knowledge, experience and approaches in the fields.

**Membership:**

S/No.	Name	Responsibility
1.	Ibrahim Lamourde DIG (Rtd.)	Member
2.	Prince Adetokumbo Kayode, SAN	Member
3.	Dr. Suleiman Ndanusa	Member
4.	HH Sanusi Lamido Sanusi	Member

**Member Responsibilities:**

Board members are expected to devote sufficient time to participate in and contribute to the Board activities. Board members are required to adhere to the Board Charter and assume and complete assignments as designated. Board members who miss two consecutive Board meetings without notification and approval of the Board Chair can be dismissed from Board membership.

**Committee Staff Liaison Responsibilities:**

The Board Staff Liaison provides necessary support to the Chair and Board members to facilitate the work of the Board including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

## REGULATORY ADVISORY BOARD CHARTER

### **Purpose of the Board**

The members of the Board shall possess an adequate level of knowledge of the regulatory environment are in distinguished peak career positions among the key Regulators with competency in forensics, security, fraud investigation and or related subjects. The competences of the Board shall include to provide guidance and advise on technical issues on developments in his or her field, and to offer advice as appropriate or upon request as provided in Article 44 of the Governance Regulations 2023.

### **Scope and Key Objectives**

- 1) The Committee comprises representatives of Regulators from whom the Institute may obtain technical guidance and support within a particular subject.
- 2) A member of the Committee is an expert appointed by the Council to contribute to the Institute on technical issues on developments in his or her field, and to offer advice as appropriate or upon request.
- 3) The committee may convene a meeting for the purpose of reviewing and making technical recommendations on a subject of interest to the Institute.
- 4) Any person possessing qualifications and/or experience relevant and useful to the activities of the Institute in a field covered by an established Board of Diplomates may be considered for appointment as a member of the Committee.
- 5) In the selection of members of the Committee the Council may consider primarily their technical ability and experience.

### **Organisation and Governance**

**Meeting Schedule:** The Board will conduct business of the Board through an ongoing schedule of quarterly physical, conference calls and/or electronic communications, or otherwise as scheduled by the Chair or on the request of the Council.

### **Membership:**

S/No.	Name	Responsibility
1.	CBN	Chairman
2.	SEC	Member
3.	NAICOM	Member
4.	NIDC	Member
5.	FRCN	Member
6.	OAGF	Member
7.	OAUGF	Member
8.	NCC	Member
9.	Registrar/Committee Staff Liaison	Secretary

### **Chair Responsibilities:**

The Board Chair is responsible for leadership and facilitating the work of the



Board including, but not limited to, calling meetings of the Board/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Board members and with the CIFCFIN Council.

**Term:**

The Board Chair and members will serve a two-year term. The Chair will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Member Responsibilities:**

Board members are expected to devote sufficient time to participate in and contribute to the Board activities. Board members are required to adhere to the Board Charter and assume and complete assignments as designated. Board members who miss two consecutive Board meetings without notification and approval of the Board Chair can be dismissed from Board membership.

**Term:**

Each Board member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Committee Staff Liaison Responsibilities:**

The Board Staff Liaison provides necessary support to the Chair and Board members to facilitate the work of the Board including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Committee's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Board;
- ✓ Develop metrics to measure Board performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Board members present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Board will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.

## BOARD OF DIPLOMATES CHARTER

### Purpose of the Board

The Board of Diplomates comprise professionals who shall be members of the Institute and have expertise by virtue of their membership of recognised professional bodies in Nigeria, from whom the Council may appoint as members of the body of diplomates to obtain technical guidance and support within a particular subject area in forensics and fraud investigation. The Board of Diplomates shall comprise the following as provided in Article 45 of the Governance Regulations 2023.

### Scope and Key Objectives

See CIFCFIN Act 2022, Sec.

### Organization and Governance

**Meeting Schedule:** The Committee will conduct business of the Committee through an ongoing schedule of quarterly physical, conference calls and/or electronic communications, or otherwise as scheduled by the Chair on the request of the Council.

### Membership:

#### Board of Diplomate for Forensic Accounting

### Membership:

S/No.	Name	Responsibility
1.	ANAN	Chairman
2.	ICAN	Member
3.	CITN	Member
4.	CITM	Member
5.	CIBN	Member
6.	NES	Member
7.	NAA	Member
8.	Registrar/Committee Staff Liaison	Secretary

#### Board of Diplomate for Forensic Sciences

### Membership

S/No.	Name	Responsibility
1.	NMA	Chairman
2.	COREN	Member
3.	Nigerian Computer Society	Member
4.	Nigerian Institute of Builders	Member
5.	Institute of Chartered Chemists of Nigeria	Member
6.	Council of Mining Engineers and Geoscientist f Nigeria	Member
7.		Member
8.	Registrar/Committee Staff Liaison	Secretary

### Board of Diplomate for Forensic Humanities

#### Membership

S/No.	Name	Responsibility
1.		Chairman
2.		Member
3.		Member
4.		Member
5.		Member
6.		Member
7.		Member
8.	Registrar/Committee Staff Liaison	Secretary

### Board of Diplomates for Fraud Investigation

#### Membership

S/No.	Name	Responsibility
1.	NBA	Chairman
2.	ANAN	Member
3.	ICAN	Member
4.	CITN	Member
5.	CITM	Member
6.	CIBN	Member
7.	Nigerian Police	Member
8.	Registrar/Committee Staff Liaison	Secretary

#### **Chair Responsibilities:**

The Board Chair is responsible for leadership and facilitating the work of the Board including, but not limited to, calling meetings of the Board/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Board members and with the CIFCFIN Council.

#### **Term:**

The Board Chair and members will serve a two-year term. The Chair will have the option to maintain this position for one additional term, if all responsibilities have been met.

#### **Member Responsibilities:**

Board members are expected to devote sufficient time to participate in and contribute to the Board activities. Board members are required to adhere to the Board Charter and assume and complete assignments as designated. Board members who miss two consecutive Board meetings without notification and approval of the Board Chair can be dismissed from Board membership.

#### **Term:**

Each Board member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

#### **Committee Staff Liaison Responsibilities:**

The Board Staff Liaison provides necessary support to the Chair and Board members to facilitate the work of the Board including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Committee's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Board;
- ✓ Develop metrics to measure Board performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Board members present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Board will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.



CHARTERED INSTITUTE OF FORENSICS AND  
CERTIFIED FRAUD INVESTIGATORS OF NIGERIA

**GOVERNING BOARD OF NIGERIAN COLLEGE OF FORENSICS AND  
FRAUD INVESTIGATORS (NiCFFI)**

**Purpose of the Board**

The Governing Board of the Nigerian College of Forensics and Fraud Investigators (NiCFFI) shall have fulfil the objectives as provided by the CIFCFIN Act 2022 and as provided in Article 47 of the Governance Regulations 2023.

**Scope and Key Objectives**

- 1) develop the necessary administrative and financial policies;
- 2) ensure that the Management operates in accordance with the policies approved by the Council;
- 3) select and appoint the Principal Officers and other Officers of the College and dismiss them and determine their remuneration, if any;
- 4) convene periodic meetings with the Management to explore the work progress and any obstacles and problems in connection therewith, and review and discuss the important information in respect of the Institute’s business;
- 5) develop standards for the performance of the Management consistent with the objectives and strategy of the College; and
- 6) review and evaluate the performance of the Management.

**Organization and Governance**

**Meeting Schedule:** The Committee will conduct business of the Committee through an ongoing schedule of quarterly physical, conference calls and/or electronic communications, or otherwise as scheduled by the Chair on the request of the Council.

**Membership**

S/No.	Name	Responsibility
1.	Dr. Iliyasu Buba Gashinbaki -President	Chairman
2.	Mr. Johnson Oluata -1 <sup>st</sup> Vice-President	Member
3.	Prof. Suleiman A.S. Aruwa -2 <sup>nd</sup> Vice-President	Member
4.	Prof. Emma Okoye -Treasurer	Member
5.	Mohammed Maru -Membership Secretary	Member
6.	Prof. Michael Ayeni -Chairman, Professional Training and Standards	Member
7.	Mrs. Alice S. Urom -South Rep.	Member
8.	Hajjya Fatima Muhammadu Buhari -North Rep.	Member
9.	College Provost	Member
10.	External member- EFCC Academy	Member
11.	External member- ICPC Academy	Member
12.	Chief Administrative Officer	Secretary

**Chair Responsibilities:**

The Board Chair is responsible for leadership and facilitating the work of the Board including, but not limited to, calling meetings of the Board/Sub-Committee, setting

agendas, directing activities and assignments as needed and overseeing communication with Board members and with the CIFCFIN Council.

**Term:**

The Board Chair and members will serve a two-year term. The Chair will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Member Responsibilities:**

Board members are expected to devote sufficient time to participate in and contribute to the Board activities. Board members are required to adhere to the Board Charter and assume and complete assignments as designated. Board members who miss two consecutive Board meetings without notification and approval of the Board Chair can be dismissed from Board membership.

**Term:**

Each Board member will serve a two-year term. The member will have the option to maintain this position for one additional term, if all responsibilities have been met.

**Committee Staff Liaison Responsibilities:**

The Board Staff Liaison provides necessary support to the Chair and Board members to facilitate the work of the Board including setting up meetings, helping to prepare the materials and preparing the annual report to the CIFCFIN Council.

**Accountability**

- ✓ An annual report will be submitted to the CIFCFIN Council.
- ✓ The Committee's work will be aligned with the overall goals of Institute.

**Annual Goals**

- ✓ Draft a strategic plan for achieving the task;
- ✓ Identify and implement measurable tactics to address the goals of the Board;
- ✓ Develop metrics to measure Board performance.

**Charter Changes and Renewal**

- ✓ Requested amendments to this Charter require a majority vote of the Board members present at a regularly scheduled meeting and are subject to approval by the CIFCFIN Council.
- ✓ The Board will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Council for approval.