

**Charter**  
**Quality Management Committee**  
**Federal Audit Executive Council**  
**Council of the Inspectors General on Integrity and Efficiency**  
Adopted/Revised: May 21, 2019; September 22, 2020; December 6, 2022; May 8, 2024

**Official Designation**

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Quality Management Committee (QMC).

**Purpose and Scope of Responsibilities**

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To enhance the efficiency and effectiveness of quality management (QM) throughout the Federal Offices of Inspector General (OIG) community.

**Authority**

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The *Inspector General Reform Act of 2008* established the Council of the Inspectors General on Integrity and Efficiency (CIGIE) to address integrity, economy, and effectiveness issues that transcend individual Government agencies, and to increase the professionalism and effectiveness of personnel by developing policies, standards, and approaches to aid in the establishment of a well-trained and highly skilled OIG workforce. The Act requires OIGs to adhere to applicable professional standards, including those developed by CIGIE.<sup>1</sup>

In its *Quality Standards for Federal Offices of Inspector General* (also known as the Silver Book) CIGIE requires each OIG to establish and maintain a Quality Assurance (QA) program to ensure that work performed complies with established OIG policies and procedures; meets applicable professional standards; and is carried out economically, efficiently, and effectively. Generally, QA relates to monitoring quality controls to assess an organization's compliance with professional standards and its quality control policies and procedures. CIGIE acknowledges that the nature and extent of each OIG's QA program can vary depending on the OIG's size, organizational structure, nature of its work, and cost-benefit considerations. However, the program must be structured and implemented to ensure an independent, objective, timely, and comprehensive appraisal of operations conducted with the same professional care for adequately planning the review, documenting findings, developing recommendations, and obtaining comments from the responsible officials of the activity or unit being reviewed.<sup>2</sup>

*Government Auditing Standards* (Generally Accepted Government Auditing Standards (GAGAS), also known as the Yellow Book) requires an audit organization conducting engagements in accordance with GAGAS to design, implement, and operate a system of quality management. The objective of a system of quality management for engagements performed in accordance with GAGAS is to provide the audit organization with reasonable assurance that the audit organization and its personnel: (a) fulfill their responsibilities in accordance with professional standards and applicable laws and regulations; and (b) perform and report on engagements in accordance with such standards and requirements. Quality management is not a separate function of the audit organization; it is the integration of a culture that demonstrates a commitment to quality with the audit organization's strategy, operational activities, and business processes. The design of the audit organization's system of quality management, particularly the complexity and formality of the system, will vary based on the nature and circumstances of the audit organization (such as size, number of offices and geographic dispersion, knowledge and experience of its personnel, and cost-benefit considerations), and the nature and circumstances of its engagements.<sup>3</sup>

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<sup>1</sup> Public Law 110-409; October 14, 2008.

<sup>2</sup> Quality Standards for Federal Offices of Inspector General, Section V: Maintaining Quality Assurance; Council of the Inspectors General on Integrity and Efficiency; August 2012.

<sup>3</sup> Government Auditing Standards, Chapter 5: Quality Management, Engagement Quality Reviews, and Peer Review; U.S. Government Accountability Office; GAO-24-106786; February 2024.

## Goals and Objectives

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- Identify, document, and share resources, insights, and good/best practices to assist the OIG community with its QM activities.
- Enhance the understanding of how the Federal OIG QM community selects, plans, performs, reports, and follows-up on QM activities.
- Foster a network of support and communication for the Federal OIG QM community.
- Provide learning, sharing, and professional development activities to enhance QM subject matter expertise across the Federal OIG community.
- Share current industry-related developments relevant to the OIG and QM communities.

## Membership

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Membership is subject to approval by the Board. Members are typically part of the Federal OIG community. It is strongly recommended that members have roles/responsibilities associated with Quality Management, Quality Control, Quality Assurance, Compliance, Internal Controls, and/or Risk Management. Members, through voting, generally have the authority to elect the QMC Board and whose approval is required before the QMC may amend its Charter. Membership and participation are voluntary.

The QMC is committed to diversity, equality, inclusivity, and accessibility – and to fostering such an environment for all its members, participants, and guests, regardless of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

## Composition, Structure, Organization

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The QMC is comprised of a Board and members.

The Board – QMC’s official leadership – consists of the Chair, Vice-Chair, and two (2) Operations Officers.

These officers are generally (collectively) responsible for:

- addressing QMC Goals and Objectives;
- planning, conducting, and documenting QMC meetings and major operations;
- conducting outreach as necessary and appropriate; and
- reporting on/representing QMC to the Federal Audit Executive Council (FAEC), Audit Committee, and others, when appropriate.<sup>4</sup>

The Board officers’ general roles/responsibilities, in part, are as follows:

- **Chair:** The Chair is responsible for leading the Board and focusing the Board on strategic matters; directing and overseeing QMC business operations; guiding growth initiatives; representing QMC as its figurehead; and liaising/coordinating with executive sponsorship (FAEC Chair).
- **Vice-Chair:** The Vice-Chair is responsible for assisting the Chair; carrying out the functions of the QMC; overseeing operations; managing partner relationships; and acting in the absence of the Chair.
- **Operations Officer(s):** Operations Officers are responsible for operational and administrative activities and assisting the Chair and Vice-Chair; managing relationships with partners/vendors; the administration of QMC databases and record maintenance, key correspondence, collaboration sites, and websites; scheduling and facilitating events; taking and maintaining minutes of QMC meetings and preparing correspondence and other key communications.

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<sup>4</sup> CIGIE established the Federal Audit Executive Council as a subgroup whose purpose is to discuss and coordinate issues affecting the Federal audit community.

## **Elections**

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Elections of the Chair, Vice Chair, and Operations Officers will be held every 2 years, with the positions elected in the last quarter of alternating calendar years or when necessitated by a vacancy.

Officers are elected based on simple majority (popular) vote.

Each QMC member can vote in the election process. Election voting may be held by a show of hands, voice vote, recorded vote, electronic vote, and by secret ballot.

If an individual vacates their position before their term has concluded, the Board can appoint an individual in an interim capacity to complete the original term. If the Chair cannot fulfill his/her term, the Vice-Chair will fulfill the duties of the Chair. If the Vice-Chair cannot or will not act in this capacity, the Board will decide whether to appoint an Acting Chairperson and/or to hold an election for a new Chair to serve for the remainder of the Chairperson's term.

## **Subgroups/Task Teams**

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The QMC may establish ad hoc working groups, subgroups, and/or task teams as needed and agreed upon to accomplish its objectives.

## **Decisions**

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For key decisions of the QMC to be made, each member is given access to contribute through voting. For a motion to be considered, it must be seconded by a member. Votes may be held by a show of hands, voice vote, recorded vote, electronic vote, and by secret ballot. Electronic voting may be held between meetings. For electronic voting, members will receive the ballot by email. A simple majority of respondents is needed to pass an initiative or implement a decision.

## **Meetings**

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The QMC will meet, at minimum, on a quarterly basis or as agreed upon by the Board. Meetings will be held virtually and/or in person, as practicable. The rules/procedures contained in the current edition of *Robert's Rules of Order* will generally inform the meeting process but are not binding.

## **Reporting**

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The QMC will report to the Board, FAEC Chair, and/or CIGIE when called upon to do so and/or when deemed appropriate by the QMC Chair. The QMC Board will report to the QMC Chair.

## **Charter Amendments/Termination**

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This Charter will be posted on the [QMC website](#) and will remain in effect until amended, replaced, or terminated, as agreed to by the majority of the QMC members, as described in the Decisions section. Actions related to the Charter shall first be submitted to members reasonably in advance of a vote.

## **QMC Background**

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In June 2016, the Board of Governors of the Federal Reserve System/Consumer Financial Protection Bureau (FRB-CFPB) OIG sent a survey through CIGIE that included questions to determine the OIG community's interest in a QA-focused working group to share good practices and develop a network of QA professionals for advice and support. Nearly all of the OIGs that responded agreed that an OIG community-wide QA working group would help improve the efficiency and effectiveness of their QA reviews. Consequently, the FRB-CFPB OIG hosted the first (kick-off) meeting in October 2016. In 2019, CIGIE formally recognized the Quality Assurance Working Group (QAWG) as part of its FAEC. In 2023, CIGIE and FAEC elevated the QAWG to a full, permanent, standing committee under FAEC. In doing so, the QAWG expanded its focus to address QM more comprehensively and was renamed the Quality Management Committee.