

Operations Manual for the Professional Standards Committee

Professional standards Committee (PSC)

PSC Functions:

- i. Works in association with the IBOC and sets standards for training & supervision for all levels of professional membership.
- ii. Sets the Code of Ethics for transactional analysts.
- iii. Establishes professional member nomenclature.
- iv. Makes recommendations about requirements to the Board of Certification.
- v. Monitors the ongoing professional development needs of professional members.
- vi. Sets standards and publishes guidelines for professional practices of members including behavior, presentation, advertisement, and the use of the ITAA logo and Service Mark.
- vii. Oversees and reviews professional practices.
- viii. Receives and assesses complaints regarding matters concerning professional practices.
- ix. Intervenes or mediates disputes in order to resolve complaints, and shall make recommendations to the Board of Trustees or the Ethics Committee if necessary.
- x. Reports its activities on a quarterly basis to the VP-Professional Standards.

Composition of the PSC:

- i. The committee, managed by the VP-Professional Standards, will consist of two Co-Chairs, editor of Update, and a minimum of four (4) members. The Co-Chairs will be recommended by the V-P of Operations. The Co-Chairs will, in consultation with the VP-Professional Standards, appoint the other positions. The exact number shall be decided by the PSC from time to time as per needs arising.
- ii. Members will ideally represent geographic areas throughout the world, and also all the four fields of specialization.

Term of Appointment of Committee Members:

Co-Chairs and Members shall serve for three (3) years. Members may serve consecutive terms. Staggered appointments of co-chairs and committee members will be arranged to provide continuity.