Continuous Mortality Investigation
Institute and Faculty of Actuaries
Since 1924 | More than 100 years of insight

CMI Management Committee – Terms of Reference

These terms of reference were approved by the Board of Directors of the Continuous Mortality Investigation Limited ("**CMI**") on 6 July 2026.

Purpose

Manages the operations of CMI to achieve the strategic aims set by the CMI Executive Committee

Key Responsibilities

1. Governance

a. Acts within these Terms of Reference and CMI's Internal Governance Procedures.

b. Recommends to the Executive Committee changes in the Terms of Reference of the investigation committees.

2. Oversight and reporting

a. Oversees the running of CMI and its committees in accordance with the annual objectives, timescales and budgets set by the Executive Committee and reports on progress quarterly.

b. Monitors the financial position of CMI and alerts the Executive Committee of any deviances or expected deviances in income or expenditure in accordance with the Internal Governance Procedures.

c. Ensures that the plans and budgets of CMI's committees submitted to the Executive Committee each year are consistent.

d. Oversees the operations and effectiveness of the Secretariat.

e. Oversees the operation of the quality assurance standards set by the Executive Committee.

f. Monitors risks that may threaten the achievement of operational objectives and how these are managed and reports quarterly to the Executive Committee on its assessment of these risks.

g. Oversees the operation of the data security policy set by the Executive Committee.

3. Other responsibilities

a. Encourages data submissions to CMI.

b. Manages the timing of release of potentially sensitive information.

c. Ensures that CMI undertakes comprehensive and effective promotional activity.

d. Recommends setting up working parties or task forces, to deal with any new areas of activity or special projects that sit outside the remit of the investigation committees, to the Executive Committee.

e. Considers requests for provision of data for research to universities and other establishments.

Membership

Chair: Stuart McDonald

Support: Viv Maclure

In addition to its Chair, the Committee shall comprise the Chairs of the CMI investigation committees and the designated Chief Risk Officer (CRO). The Deputy Chair of the Executive Committee will also join the Management Committee during their tenure, from a date agreed with the Chair.

Specific Procedural Rules

1. Confidentiality – matters discussed in meetings are normally considered confidential unless they are specified otherwise. Confidential matters must not be discussed with anyone not involved with the exception of members of the CMI Executive Committee and the Directors.

2. The Management Committee will receive the following reports from the Secretariat:
    - Summary of expenditure, subscriptions and reserves, monthly.
    - Summary of data security, quarterly.