

IWFM Regional Terms of Reference

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1. Purpose

To provide a forum through which IWFM can engage with its membership at a Regional level.

To provide a supportive member-led network of workplace and facilities management professionals.

To drive membership growth through local campaigns and value-driven events that encourage those working in the workplace and facilities management sector to join.

To communicate through Members' Council with the Board, and directly with the Executive, the needs and concerns of members in the Region and to work with IWFM staff to respond to those needs as appropriate.

To play an ambassadorial role with members and wider stakeholders on behalf of the IWFM, its Board, Members' Council and Executive.

2. Vision

To be a key driver and engagement channel for IWFM encouraging members in the Region to be actively involved in supporting the IWFM in its mission.

3. Objectives

Support and promote IWFM and its mission, vision and strategy.

Engage members and recruit new members.

Share knowledge.

Develop members as professionals and promote best practice.

Ensure good two-way communication between IWFM and its members.

4. Activities

Activities may be national or regional and are open to all members

Frequent communication with IWFM members within the Region (via IWFM email/web tools).

Events, at least 50% of which should include IWFM continuing professional development content.

Knowledge exchange (including but not limited to the IWFM website and magazine)

Providing input to proposed legislative changes and policy, developing best practice ideas and revised industry standards

The Region should, with the support of staff, co-ordinate where appropriate with Networks, Special Interest Groups and other Regions to ensure a complementary and comprehensive programme of events and content for members in the region.

IWFM Executive approval must be obtained for any event held jointly with external organisations.

5. Regional Committee Responsibilities

Guidance is laid out in relevant role descriptions.

The Region Chair (in their absence the Region Deputy Chair or in extremis a designated committee member) should attend Members' Council meetings and the IWFM AGM.

Support the agreed strategy and priorities of the IWFM and the Region

Oversee and be accountable for Regional activities, including budgets

Submit a programme of events and a business plan for each financial year. Any key annual events must be planned and budgeted for at the beginning of the year.

Be self-financing, making use of volunteers, work in kind, sponsorships and other forms of external funding where possible and as appropriate.

To keep abreast of industry and government policy or initiatives impacting IWFM members in the region, and advise IWFM via the Region Chair on Members' Council

To understand and communicate via Members' Council the needs of members in the region.

6. Accountability and Reporting

The Region will operate in accordance with the Constitution of IWFM and will comply with IWFM policies and codes of practice, act in accordance with IWFM values, and comply with the behavioural code for staff and volunteers.

The Region will provide input for the benefit of IWFM through its representation on Members' Council.

The Region will be ultimately accountable to the Board via Members' Council for the conduct of its affairs and is required to submit a programme and budget and to account for its activities on a regular basis.

7. Region Committee Meetings

The Region Committee will meet regularly, with a minimum of four meetings per year.

The Region Committee will post relevant documents (such as any minutes of meetings) on IWFM's restricted document server.

8. Membership of the Region Committee

The Region Committee will consist of a minimum of four members (including the Chair) at any one time.

Members of the Regional Committee must each be a current paid-up members of IWFM.

9. Appointment of Chair and Committee Roles

The Chair and Deputy Chair of the Region must be of IWFM Member grade or above.

The Chair of the Region will normally serve for a term of two years, coinciding with the relevant Regional AGM and may be re-elected to serve an additional two-year term. Further terms require the approval of the Board.

In consultation with the Regional Committee, the Chair will appoint appropriate committee roles for the Region to the extent they are not specifically elected at a Regional AGM, for example a Deputy Chair, a Secretary, a Treasurer, a Membership Officer and an Event Co-ordinator (all for terms of two years).

10. Commitment

Regional Committee members who attend fewer than one third of the formal meetings of the Region Committee in a year, or who fail to provide a consistent contribution to regional activities may be asked to review their role on the Regional Committee. The member may provide reasons in writing why they should be allowed to continue to serve and this will be referred to the Company Secretary and (for members other than the Regional Chair) to the Regional Chair to consider.

11. Contractual and Financial Responsibilities

The Region must only enter into contractual or financial commitments or incur liabilities in accordance with an agreed financial and contractual delegation or with the explicit consent of the IWFM Chief Executive or their designate. All contracts and financial transactions entered into must comply with IWFM Policies and Procedures and have appropriate signed authority where required.

The Region must use IWFM standard forms of contract, sponsorship agreements and risk assessments to cover voluntary or commercial activities except where explicit permission has been granted by the IWFM Chief Executive or their designate.

12. Expenses

Expenses should be kept to a minimum and avoided where possible. Any agreed expenses should comply with the relevant IWFM expenses policy and will need to be covered by the approved budget for the Region.