

IWFM Committee Roles

Community Group Roles and Responsibilities

IWFM Role Descriptions – Region and SIG Committee

Role Title:	Chair
Definition:	<p>The role of the Chair is to provide leadership, to ensure committee members are aware of their obligations and that they comply with its responsibilities</p> <p>To ensure regular meetings are held, correct process is followed, all relevant matters are discussed, and actions/duties are carried out by the group in an appropriate and timely manner</p>
Responsible To:	Members' Council
Where: (Location)	Not always applicable to SIG roles
Time Commitment:	<p>Dependant on number of meetings and events:</p> <p>Sustained attendance at committee meetings (or dial in) and involvement in plans and activities – attending and supporting set up of events when possible</p>
Role Description:	<ul style="list-style-type: none"> • Chairing meetings – keeping them focussed to a timed schedule • Direct representation of group • Keeping track of progress and ensure matters are dealt with in an orderly and efficient manner • To represent the IWFM and promote its Vision/Mission and develop SIG objectives/aims in line with IWFM • Bring things/actions to a conclusion with impartiality and objectivity • Leadership/vision and strategic vision of Institute – supportive and aware of IWFM's aims and values • Transparent work programme • Link between Region/SIGs/HQ • Understand governance for leading a committee
Main Tasks:	<ul style="list-style-type: none"> • Chairing Group meetings • Representing SIG at IWFM events • Leading the direction of the annual business plan • Ensuring the annual business plan objectives are achieved each year • To facilitate change and address any conflict (if they arise) within the committee • Ensuring there is a full and active committee (minimum 4 committee members, maximum 12) and plan for recruitment and renewal as appropriate

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Required Skills, Qualities & Experience:	<p>Leadership and management skills, ability to communicate, exercise strategic vision for the Institute, experience in FM industry or extensive knowledge of the FM industry, committed to making our profession a 'career of choice'. Ability to ensure decisions are taken and followed-up, good time-keeping, tact and diplomacy</p>
Training and Support available:	<p>There is a Volunteer Induction available for all volunteers* The induction gives a general overview of the Institute and some relevant guidance and process information for our volunteers. If you would like support from Head Office or would like to arrange an induction for you or the committee, please contact Emma Brown on emma.brown@iwfm.org.uk</p> <p>*Please note it is advisable that the Chair refers any new committee members for Induction training.</p>
Any Other Requirements:	<p>The Chair must sign and adhere to the Terms of Reference on behalf of their group. As well as operating in accordance with IWFM's Policies & Governance procedures. The Chair must attend Members' Council meetings 4 times a year (or send a representative when unable to do so), IWFM AGM, IWFM Annual Awards and Annual Conference whenever possible.</p>
Recruitment Process:	<p>The committee shall circulate a committee application form to those members interested or if the group needs to recruit more committee members, they shall email the committee membership to register interest and then send the application form (Expression of Interest) to those interested.</p> <p>It is then up to the committee members to review the applications and choose which members they feel are most suited to the vacant roles. Normally this would coincide, if at all possible, with an AGM with those candidates being voted on by the committee and the wider membership.</p>
Term of Office:	<p>Term of office is 2 years but can serve for up to a maximum of 6 years in office</p>
Person specification:	<ul style="list-style-type: none"> • Member of IWFM – who is a Certified Member, Member, Honorary Fellow, Fellow • Should ideally have 2 years prior committee experience (within their Region/SIG) • Strategic management ability • Confidence of wider membership • Team worker • Understanding of IWFM at national and local levels • Good interpersonal and influencing skills • Committed professional • IT skills (Microsoft Word, Outlook and Excel) and access to IT

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Role Title:	Deputy Chair
Definition:	<p>The role of the Deputy Chair is to assist the Chair. In their absence, fulfil certain aspects of the Chairs role and run meetings.</p> <p>It is essential that the Deputy Chair supports the Chair in providing leadership, ensuring committee members are aware of their obligations and ensure that workload is shared. To also ensure the correct process is followed with actions/duties carried out by all members of the committee in an appropriate and timely manner</p>
Responsible To:	Members' Council – reporting through their Members' Council representative (normally the Chair but Deputy should attend when Chair is unavailable)
Where: (Location)	Not always applicable to SIG roles
Time Commitment:	<p>Dependant on number of meetings and events:</p> <p>Sustained attendance at committee meetings (or dial in) and involvement in plans and activities – attending and supporting set up of events when possible</p>
Role Description:	<ul style="list-style-type: none"> • Assisting the Chair when required • Deputising for Chair at various meetings and conference calls as required • Representing the group • Promoting committee member involvement by maintaining an understanding and supporting the direction of the SIG • Reviewing all relevant documents prior to committee member meetings and supporting the Chair with allocation of actions (and following up) • Overseeing and attending own group events/activities throughout the year • Act as a link between SIGs and Regions and understand governance requirements for groups • To represent the IWFM and promote its Vision/Mission
Main Tasks:	<ul style="list-style-type: none"> • Chairing Group meetings when Chair is not available • Representing committee at IWFM events • Supporting the Chair in leading the direction of the annual business plan • Working with the Chair to ensure the annual business plan objectives are achieved each year

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Required Skills, Qualities & Experience:	Leadership and management skills, ability to communicate and exercise strategic vision for the Institute, experience in FM industry or extensive knowledge of the FM industry. Committed to 'Advancing our Profession' and willing to Deputise for Chair if required.
Training and Support available:	<p>There is a Volunteer Induction available for all volunteers* The induction gives a general overview of the Institute and some relevant guidance and process information for our volunteers. If you would like support from Head Office or would like to arrange an induction for you or the committee, please contact Emma Brown on emma.brown@IWFM.org.uk</p> <p>*Please note it is advisable that the Chair refers any new committee members for Induction training.</p>
Any Other Requirements:	The Deputy Chair must adhere to the Terms of Reference. As well as operating in accordance with IWFM's Policies & Governance procedures. The Deputy Chair may be required to attend Members' Council and undertake other duties/attendance in the absence of the Chair.
Recruitment Process:	<p>The committee shall circulate a committee application form to those members interested or if the group needs to recruit more committee members, they shall email the committee membership to register interest and then send the application form to those interested.</p> <p>It is then up to the committee members to review the applications and choose which members they feel are most suited to the vacant roles. Normally this would coincide with an AGM with those candidates being voted on by the committee and the wider membership.</p>
Term of Office:	2 years but can be re-elected
Person Specification:	<ul style="list-style-type: none"> • Member of IWFM – who is a Certified Member, Member, Honorary Fellow, Fellow or Companion • Should ideally have 1 year prior committee experience (within their Region/SIG) • Strategic management ability • Confidence of wider membership • Team worker • Understanding of IWFM at national and local levels • Good interpersonal and influencing skills • Committed professional • IT skills (Microsoft Word, Outlook and Excel) and access to IT

IWFM Committee Roles

Role Title:	Secretary
Definition:	To support the Chair in ensuring the smooth functioning of the Committee, to ensure meetings are effectively organised and minuted, maintaining effective records and administration for the group
Responsible To:	Members' Council – reporting through their Members' Council representative (normally the Chair)
Where: (Location)	Not always applicable to SIG roles
Time Commitment:	Dependant on number of meetings and events: Sustained attendance at committee meetings (or dial in) and involvement in plans and activities – attending and supporting set up of events when required
Role Description:	<ul style="list-style-type: none"> • Arrangements - meetings/AGMs/elections/events • Ensure continuity to Constitution & Bylaws (The Constitution consists of the Memorandum of Association, Articles of Association and Bylaws) • Set agenda • Take/circulate minutes • Updating and certifying Business Plan and CPD competencies • Key contact for members • Link between region/SIGs/HQ • Completion of the funding spreadsheet and funding application process • Liaison with central Finance and committee support
Main Tasks:	<ul style="list-style-type: none"> • Preparing agendas and minutes • Ensuring a low cost CPD training programme is arranged • Issuing consultation documents to members • Liaising with Chairman and Treasurer • Liaising with representatives of other community groups • Liaising with HQ staff • Liaising with other networks • Representing the committee at meetings • Ensuring the region/SIG website content is up to date

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	<ul style="list-style-type: none"> Ensuring that minutes of any meetings (including of AGMs) are available to the wider membership on the website pages Dealing with routine administrative tasks
Required Skills, Qualities & Experience:	Strong organisational skills required, excellent interpersonal skills, good IT skills (or willingness to learn how to use website system), secretarial experience. A good understanding of the Institutes aims and objectives and how the committee can contribute to these wider objectives.
Training and Support available:	<p>There is a Volunteer Induction available for all volunteers* The induction gives a general overview of the Institute and some relevant guidance and process information for our volunteers. If you would like support from Head Office or would like to arrange an induction for you or the committee, please contact Emma Brown on emma.brown@IWFM.org.uk</p> <p>*Please note it is advisable that the Chair refers any new committee members for Induction training.</p>
Any Other Requirements:	<p>The Secretary must adhere to the Terms of Reference. As well as operating in accordance with IWFM's Policies & Governance procedures. As well as being familiar with the Constitution and have read the Bylaws (in particular Section 8 about Membership Groups).</p> <p>May also include information about process if unable to attend at agreed times or changes to circumstances that may affect volunteering.</p>
Recruitment Process:	<p>The committee shall circulate a committee application form to those members interested or if the group needs to recruit more committee members, they shall email the committee membership to register interest and then send the application form to those interested.</p> <p>It is then up to the committee members to review the applications and choose which members they feel are most suited to the vacant roles. Normally this would coincide with an AGM with those candidates being voted on by the committee and the wider membership.</p>
Term of Office:	2 years but can be re-elected
Person specification:	<ul style="list-style-type: none"> Must be a member from within the Region/SIG Confidence of wider membership Team worker Understanding of IWFM at national and local levels Good organisational skills Committed professional IT skills (Microsoft Word and Excel) and access to IT

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Role Title:	Treasurer
Definition:	To monitor and understand all aspects of financial management, working closely with other members of the committee to safeguard the finances, responsible for general financial oversight, funding and sponsorship.
Responsible To:	Members' Council – reporting through their Members' Council representative (normally the Chair)
Where: (Location)	Not always applicable to SIG roles
Time Commitment:	Dependant on number of meetings and events: Sustained attendance at committee meetings (or dial in) and involvement in plans and activities – attending and supporting set up of events when possible
Role Description:	<ul style="list-style-type: none"> • Maintaining income and expenditure records • Dealing with invoices, expense claims, petty cash transactions • Producing regular statements of income and expenditure (balance sheets) and including forward financial plan • Producing an annual end of year financial report • Arranging checking of the end of year accounts and submission of the verified accounts • Ensuring that a business plan is created and submitted via the Chair for events in excess of £5,000 and that Executive approval is granted
Main Tasks:	<ul style="list-style-type: none"> • Maintain the committees income and expenditure/balance records • Producing a checked balance sheet for each calendar year • Maintaining full financial records for six years • Dealing with invoices and petty cash claims

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	<ul style="list-style-type: none"> • Liaising with IWFM Finance department at Head Office • Contributing to the preparation of the Business Plan • Ensuring any financial commitments over £250 are handled through the Institute's purchasing procedures • Ensure that group finances are at '0' by year end
Required Skills, Qualities & Experience:	Previous financial experience is not essential but desirable. A good understanding of the Institutes aims and objectives and how the committee can contribute to these wider objectives.
Training and Support available:	<p>There is a Volunteer Induction available for all volunteers* The induction gives a general overview of the Institute and some relevant guidance and process information for our volunteers. If you would like support from Head Office or would like to arrange an induction for you or the committee, please contact Emma Brown on emma.brown@IWFM.org.uk</p> <p>*Please note it is advisable that the Chair refers any new committee members for Induction training.</p>
Any Other Requirements:	The Treasurer must adhere to the Terms of Reference. As well as operating in accordance with IWFM's Policies & Governance procedures including our Travel & Expenses Policy and any financial regulations and requirements administered by Head Office's Finance department.
Recruitment Process:	<p>The committee shall circulate a committee application form to those parties interested or if the group needs to recruit more committee members, they shall email the committee membership to register interest and then send the application form to those interested.</p> <p>It is then up to the committee members to review the applications and choose which members they feel are most suited to the vacant roles. Normally this would coincide with an AGM with those candidates being voted on by the committee and the wider membership.</p>
Term of Office:	2 years but can be re-elected
Person specification:	<ul style="list-style-type: none"> • Must be a member from within the Region/SIG • Committed professional • Understanding of IWFM at national and local levels • Good interpersonal and influencing skills • IT skills (Microsoft Word, Outlook and Excel) and access to IT • Knowledge and experience of book keeping and banking procedures