

IWFM Network Terms of Reference

Approved 2022 & Published August 2023

1. Purpose

To provide a forum through which IWFM can engage with its members within a shared community of interest.

To support Network members in the working lives and to help them progress within their careers, to provide peer support and advice, tailored technical training and development, and to advance the interests and visibility of the community within the wider profession.

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

To communicate through Members' Council with the Board and directly with the Executive the needs and concerns of members in the Network and to work with the Executive 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.

To provide challenge and insight to Members' Council and subsequently the Board and Executive on specific issues and challenges relevant to the Network as well as public policy agendas where the organisation may need to respond.

To provide a forum and network for workplace and facilities management professionals with a specific interest in an area of strategic importance to the profession to be able to come together and agree, where needed, how issues and growth in this area should be tackled and inform the IWFM decision making process in this area through Members' Council.

2. Vision

To ensure that collectively the IWFM is capable of providing leadership to the profession and that IWFM becomes the body of choice for the workplace and facilities management professionals.

3. Objectives

Support and promote the IWFM and all of its strategic activities and ambitions.

- Act as a center of excellence
- Share knowledge
- Develop and promote best practice

4. Activities

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

Frequent communication with Network members (via IWFM email/web tools).

Events, of which 50% should include technical content appropriate to the needs of Network members or IWFM continuing professional development content where relevant.

Knowledge exchange.

Research collaboration and develop partnerships as required.

Responding to proposed legislative changes affecting the interests of the community in conjunction with IWFM staff.

Developing good practice guidance in conjunction with IWFM staff.

All physical events should be held in collaboration with the relevant Region or SIG as required.

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

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

5. Network Committee Responsibilities

Guidance is laid out in relevant role descriptions

The Chair of the Network (in their absence the 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.

Oversee and be accountable for Network activities, including budgets

Submit a programme of events and business plan in advance of 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.

Keep abreast of industry and government policy/initiatives impacting IWFM members

In conjunction with IFWM staff to receive and debate information and reports from members and disseminate as required

6. Accountability and Reporting

The Network will operate in accordance with the Constitution of the IWFM and will comply with IWFM policies and codes of practice.

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

The Network 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. Network Committee Meetings

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

The Network Committee will post relevant documents (including any minutes of meetings) in IWFM's restricted document server.

8. Membership of the Network Committee

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

Members of the Network Committee must each be a current paid-up member of IWFM.

9. Appointment of Chair and Committee Roles

The Chair and Deputy Chair of the Network Committee must be of Member grade or above.

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

In consultation with the Network Committee where not specifically elected at the Network AGM, the Chair will appoint appropriate committee roles for the Network, for example a Deputy Chair, a Secretary, a Treasurer, or an Event Co-ordinator (all for terms of two years).

10. Commitment

Committee members who attend fewer than one third of the formal meetings of the Network Committee in a year or who fail to provide a consistent contribution to Network activities may be asked to review their membership of the Committee. The member may provide reasons in writing why they should be allowed to continue to serve to the Company Secretary and (with the exception of the Network Chair) to the Network Chair.

11. Contractual and Financial Responsibilities

The Network must only enter into contractual or financial commitments or incur liabilities in accordance with an agreed financial and contractual delegation set by IWFM or with the explicit consent of the IWFM Chief Executive or their designate. All contracts and financial transactions with IWFM Policies and Procedures.

The Network must use IWFM standard forms of contract, sponsorships and risk assessments to cover voluntary or commercial activities expect where approved by the IWFM Chief Executive or their designate.

12. Expenses

Expenses should be kept to the 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 Network.