

# **IWFM Special Interest Group Terms of Reference**

*Approved & Published Sept 2022*

## **1. Purpose**

To ensure that the IWFM has the strategic and technical input it needs to lead, represent and support workplace and facilities management professionals effectively.

To ensure that the IWFM has the technical and sector insight to be able to train and develop its members and other workplace and facilities professionals effectively.

To provide challenge and insight to Members' Council, the IWFM Board and Executive on sector specific issues and challenges 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 how this area should be addressed and support and inform the IWFM decision making process through Members Council and through working with IWFM staff.

## **2. Vision**

To ensure that collectively the IWFM is capable of providing leadership to the profession and that the organisation becomes the professional 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 centre of excellence

Share knowledge

Develop and promote best practice

## **4. Activities**

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

Working with IWFM staff to contribute to professional thought leadership, developing best practice ideas and guidance, revising industry standards, and responding to proposed legislative changes.

Frequent communication with Special Interest Group members (via IWFM email/web tools).

Events (75% of which should include IWFM continuing professional development content).

Knowledge exchange

Research collaboration and develop partnerships as required.

Developing good practice guidance in conjunction with IWFM staff and partners

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

*Events held by a SIG should be organised in conjunction with their local Region or national Regions as required and where possible.*

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

## **5. Special Interest Group Committee Responsibilities**

*Guidance is laid out in relevant role descriptions*

The Chair of the Special Interest Group (or 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 Special Interest Group 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 and advise IWFM via the SIG Chair on Members' Council

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

## **6. Accountability and Reporting**

The Special Interest Group will operate in accordance with the Constitution of the IWFM and will comply with IWFM policies and codes of practice, acting in accordance with IWFM values and complying with the behavioural code for staff and volunteers.

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

The Special Interest Group 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. Special Interest Group Committee Meetings**

The Special Interest Group Committee will meet regularly, with a minimum of four meetings per year.

The Special Interest Group Committee will post relevant documents (such as any minutes of meetings) in IWFM's restricted document server.

## **8. Membership of the Special Interest Group Committee**

The Special Interest Group Committee will consist of a minimum of four members (including the Chair).

Members of the Special Interest 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 Special Interest Group Committee must be of IWFM Member grade or above.

The Chair of the Special Interest Group will normally serve for two years, coinciding with the relevant Special Interest Group 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 Special Interest Group Committee and to the extent not specifically elected at a Special Interest Group AGM, the Chair will appoint appropriate committee roles, 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 formal meetings of the Special Interest Group Committee in a year or who fail to provide a consistent contribution to Special Interest Group 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 IWFM Company Secretary and (except for the Special Interest Group Chair) to the Special Interest Group Chair.

## **11. Contractual and Financial Responsibilities**

The Special Interest Group 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 contacts and financial transactions must comply with IWFM Policies and Procedures.

The Special Interest Group must use IWFM standard forms of contract, sponsorship agreements and risk assessments to cover voluntary or commercial activities except where explicitly authorised 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 Special Interest Group.