
TEFMA Elections

Call for Nominations - Positions Vacant

Composition of the TEFMA Board

The Board comprises the following members:

The President

Seven Elected Directors

Up to three Co-opted Independent Directors

The Board manages the business and affairs of the Association and has such powers under the constitution as may be necessary to do so. These powers include the power to appoint and remunerate agents and employees of the Association and to determine their functions within the Association, consistent with applicable law, the Constitution and By-laws.

Any financial associate member of an institution may nominate for a position on the TEFMA Board.

The terms of the newly elected Board members commences at the conclusion of the Annual General Meeting at which they are elected.

Positions Vacant

Director

Term of Office: 2 years

Directors are eligible to nominate for 5 consecutive terms, that is a maximum tenure of 10 years.

Roles and Responsibilities

- Attend and participate in Board meetings (up to 8 per year, a mix of face to face and via teleconference)
- Attend and participate in ad-hoc committee teleconferences
- Assist the President as the President may require
- Membership of a committee in role of chair or deputy chair
- Uphold roles and responsibilities of associated committee (see details of the committees below)

Information for Prospective Board Members

The Board manages its operations through five Committees: *Information, Education, Membership, Knowledge and Executive*. Generally, a new Board member is assigned to a committee to assist the Chair and then, in the second year of their term, takes over as Chair of that committee.

The Board meets eight times per year (about every 6 weeks) for three-hour meetings, although at times this can be longer, for example to review the Association's Strategic Plan. Meetings are held online or face-to-face in conjunction with a TEFMA event, ie: the day after the TEFMA Conference, as well as in conjunction with Workshops (with one of these being held in NZ).

All costs associated with travel and attendance at Board meetings are borne by the Board member's institution. This varies according to their location, but obviously would be more expensive for a Board member from NZ, WA or NT. Anybody interested in nominating is welcome to contact the current President to discuss the role, its commitments and obligations and the benefits of joining the Board.

In terms of time commitment, there are the Board meetings as discussed above, and most Board members may attend workshops and the 3-day Annual Conference. The other workload varies across the year with each committee having its peak times but on average this translates to about three to four hours per week, excluding Board meetings. Most Board members fit this into their

working routine. The workload may also add to that of the Board member's administrative support in their office.

TEFMA does carry public liability insurance and workers compensation to cover for Directors while doing business of behalf of the Association. Directors should also check with their institution that they are covered under their institution's insurance policies.

There are many rewards in being a TEFMA Board member. You will develop a good network of colleagues both on the Board and amongst other TEFMA members. Through the Board discussion on education and research areas, you tend to pick up on industry issues earlier and have a broader understanding of the impacts across the sector. TEFMA offers governance training opportunities for office bearers (ie: AICD or Governance Institute qualifications) to support your professional development and leadership skills. In conjunction with our international association partnerships, TEFMA office bearers or Board members may also attend their international conferences to represent TEFMA.

And finally, you are giving something to a voluntary organisation that aims to help all of us!

For further information on the roles and responsibilities of Board members refer to Article III of TEFMA's By-Laws found in the [members portal](#) of the TEFMA Website. Reference can also be made to the [Board Charter](#) for general information on the rights and responsibilities of Directors.

TEFMA Committees

The Board has established the following Standing Committees to execute the strategies, achieve the goals and advance the mission of the Association as set out in the Strategic Plan:

- Membership Committee
- Education Committee
- Information Services Committee
- Knowledge Services Committee
- Executive Committee

Membership of each Standing Committee shall comprise:

- Chairperson, who shall be a member of the Board.
- Deputy Chairperson, who shall be a member of the Board.
- Other members who can be drawn from Institutional and/or Associate Members of the Association.

(The exception is the Executive Committee which is entirely comprised of the Board office-bearers)

The Board shall appoint Chairpersons, and the membership of each Committee expires at the conclusion of the AGM. However, the Board encourages succession from Deputy Chairperson to Chairperson. The appointment of other members is also subject to the approval of the Board.

Membership Committee

Purpose

To develop and administer programmes and activities to recruit and retain members, recognise achievements, and enhance the professional standing of members.

Duties

1. Organise recruitment and retention of members in all categories;
2. Keep membership recruitment information up-to-date and available (via Secretariat);
3. Recommend the award of Emeritus or Honorary membership status;
4. Solicit and recommend recipients for TEFMA awards;
5. Administer the annual Maurie Pawsey, Travel, and Conference Scholarships;
6. Ensure that awards and recognition programmes remain appropriate;

7. Conduct surveys to identify services of greatest value and relevance to members;
8. Encourage and arrange support for special interest groups;
9. Facilitate trade shows and displays to promote the Association;
10. Co-ordinate Business Partner Liaison Functions (Secretariat)
11. Ensure that TEFMA website information under Membership menu is regularly updated (Secretariat);
12. Prepare and maintain a plan (including budgeting & financial management) covering membership requirements and linkages to the TEFMA Strategic Plan;
13. Manage the TEFMA Awards dinner (Secretariat); and
14. Prepare Board Meeting and AGM Reports (Secretariat).

Education Committee

Purpose

To administer the development and delivery of educational programmes relevant to the needs of members.

Duties

1. Oversee organisation of facilities management programmes for TEFMA Conferences;
2. Organise workshops, webinars and Directors' Forum on contemporary issues;
3. Identify, evaluate and recommend suitable training programmes offered by other facilities management related organisations.
4. Ensure that TEFMA website information, under the 'Education' menu, is regularly updated (via Secretariat);
5. Contribute to the compilation of a library of courses, resources and directories administered by the Information Services Committee;
6. Prepare and maintain a plan (including budgeting & financial management) covering education requirements and linkage to the TEFMA Strategic Plan; and
7. Prepare Board Meeting and AGM Reports (via Secretariat).

Information Services Committee

Purpose

To promote research relevant to tertiary education facilities management and to collate information and disseminate to members.

Duties

1. Continually develop and maintain the TEFMA website, membership directory and online tools;
2. Promote and facilitate information exchange between members through the implementation and integration of the TEFMA Community. Promote the Communities of Interest to maximise use by members;
3. Lead the annual TEFMA Benchmark Survey and distribute results through provider/Secretariat;
4. Develop and conduct further surveys to extend performance indicators and provide additional management tools;
5. Review and upgrade the TEFMA Benchmark Data sets to ensure relevance in alignment with TEFMA SAM and Space Guidelines;
6. Develop and implement a plan for value-adding through benchmark data analysis;
7. Publish insights based on analysis of the benchmark data to reinforce TEFMA's thought leadership;
8. Review the TEFMA website to ensure it highlights the relevance and value of its services and facilitates convenient online access to services;
9. Establish and maintain a library of relevant courses, resources and directories and disseminate such information via the website; and

10. Facilitate sharing of research on innovative approaches to facilities management by enabling access to papers on contemporary issues.

Knowledge Services Committee

Purpose

To continually improve on TEFMA's existing knowledge bank whilst expanding our resources for our members.

Duties

1. Review and update TEFMA's current suite of Guidelines (SAM, Asset Audit and Space);
2. Initially act as a PCG and 'manage the processes' around the provision of key initiatives within a structured project management framework;
3. Engage and manage members and Business Partners to deliver specific Whitepapers, Guidelines and other resources on contemporary issues;
4. Create a high level benchmark insights publication document with a narrative on important trends for the benefit of members, partners and key stakeholders.

Executive Committee

Purpose

To oversee the general supervision and direction of the affairs of the Association

Duties

1. Oversees the governance and general activities of the Association;
2. Oversees the delivery of the Strategic Plan objectives;
3. Ensures the Strategic Plan remains current and oversees its review;
4. Financial Management: Keep abreast of the Associations financial position and approve payments made by the Association;
5. Elections: Oversees the Call for Nominations and associated polls;
6. Ensures the duties of the Standing & Ad-hoc Committees are delivered;
7. Board Nominations: Desired skills and experience;
8. Audit & Risk

General Association Information

The following general association resources, from AICD (Australian Institute of Company Directors), also provide relevant information.

- [Good Governance Principles for Not-for-Profit Organisations](#)
- [General Duties of Directors](#)
- [Role of the Company Secretary](#)
- [Financial Literacy for NFP Directors](#)