



TEFMA Information and Knowledge Services Committee

Terms of Reference

Overview

The Terms of Reference outline the objectives and responsibilities of the Information and Knowledge Services Committee (IKSC) to provide member services, support and recommendations to the Board of TEFMA. The Committee members have developed the Terms of Reference to align with TEFMA's Strategic Plan.

Constitution & By-laws

The IKSC was established by a resolution of the TEFMA Board based on these Terms of Reference.

Charter

The IKSC was established to advise the TEFMA Board on matters including but not limited to those outlined in the scope below. The Committee has an advisory capacity and makes decisions within the TEFMA Board delegation of authority. Matters outside of this are recommended for approval by the Board.

Purpose

To provide information services (collection and dissemination), continually improve upon and expand TEFMA's knowledge bank and provide supporting tools (website and community forum) for the benefit of TEFMA members, in accordance with its Strategic Plan.

Committee Scope

The IKSC provides advice and recommendations to the TEFMA Board for its consideration on the following:

1. To collate information and promote research relevant to higher education facilities management and disseminate to members;
2. Continually develop and regularly update the TEFMA website, TEFMA Community and other online systems/tools deployed by TEFMA, providing a platform for members to share and exchange information and ideas;
3. Coordinate the annual TEFMA Benchmark Survey and distribute results;
4. Create an annual high-level benchmark insights publication document with a narrative on important trends for the benefit of members, partners and key stakeholders;
5. Review and update TEFMA's current suite of Guidelines (i.e. Strategic Asset Management, Asset Audit and Space Planning) on a regular basis to ensure the guidelines have a currency of no longer than five years;
6. Engage and manage members and Business Partners to deliver specific whitepapers, guidelines and other resources on contemporary facilities and property management issues;
7. Develop and conduct further surveys to extend performance indicators and provide additional management tools;
8. In conjunction with our Strategic Partners (APPA, AUDE, HEFMA) and in accordance with Strategic Partner Alliance Agreements, implement initiatives to ensure TEFMA's membership can learn from contemporary strategic partner practices.
9. Prepare and maintain an annual plan (including budgeting and financial management) covering information and knowledge services requirements and linkages to the TEFMA Strategic Plan; and
10. Prepare Board Meeting and AGM Reports.

Secretariat Support

The Association Specialists (TAS) will provide secretariat support to the IKSC as set out in the contract executed by TEFMA and TAS dated 3 September 2024 which is retained in the TEFMA file share – Cat Herder.

Quorum

A quorum is achieved by 50% + one current Committee members entitled to vote .

Self-Evaluation

The IKSC will undertake an evaluation of its operational effectiveness and review its Terms of Reference annually. The evaluation and any suggested changes to the Terms of Reference are to be provided to the TEFMA Board for review, feedback, adjustment (if necessary) and subsequent adoption.

Frequency of meetings

The IKSC will meet at least once per month. Additional meetings may be called as required. Meetings may be online, via teleconference or in person as specified on the agenda.

Committee Recruitment, Resignation & Removal

Should a member no longer wish to participate in the IKSC, they are required to resign in writing to the IKSC Chair. It is a majority decision of the IKSC to decide if a casual vacancy on the Committee is to be filled or not, and subsequent approval by the Board is required to fill a casual vacancy. The Board may add members to the IKSC. Involuntary/forced removal of a Committee member is a decision that will be made solely by the TEFMA Board.

Winding Up

Should it be deemed necessary, or the IKSC has achieved its defined scope, it can be dissolved by a resolution of the TEFMA Board.

Document Portal

To support the work of Committees the following resources are available in the Policy and Procedure Manual, Version 10.5 dated September 2023, retained in the TAS file share – Cat Herder.