

TEFMA Elections

Call for Nominations - Positions Vacant

Composition of the TEFMA Board

The Board comprises the following members:

The President

The President-Elect

The Vice-President

The Secretary/Treasurer

Five Directors

Up to three co-opted members

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.

At the conclusion of the Annual General Meeting

- the President retires from the Board
- the President-Elect accedes to the office of President
- Vice-President accedes to the office of President-Elect
- the terms of office of the newly-elected members of the Board begin

Positions Vacant

Director

Term of Office: 2 years

Directors are eligible to nominate for 2 consecutive terms, but not a third term.

Roles and Responsibilities

- Attend and participate in Board meetings (5 per year)
- Attend and participate in ad-hoc 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 below)

Vice President

Term of Office:

Year 1 – Vice President

Year 2 – President Elect

Year 3 – President

Roles and Responsibilities

- Attend and participate in Board Meetings (5 per year)
- Attend and participate in ad-hoc Board teleconferences
- Assist the President as the President may require
- Carries out duties assigned by the President or Board (e.g. Universities Australia liaison, review of governance documents)
- Is a member of Standing Committees of the Association as determined by the President
- Attend the annual Strategic Partner HEFMA conference (TEFMA covers travel expenses)
- Is a financial signatory and can approve accounts

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

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 President shall appoint Chairpersons, and the membership of each Committee expires when the term of office of the President expires. However, the Board encourages succession from Deputy Chairperson to Chairperson. The appointment of other members is subject to the consent 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 (Secretariat);
2. Keep membership recruitment information up-to-date and available (Secretariat);
3. Recommend the award of Emeritus or Honorary membership status;
4. Solicit and recommend recipients for TEFMA awards;
5. Ensure that awards and recognition programmes remain appropriate;
6. Conduct surveys to identify services of greatest value and relevance to members;
7. Encourage and arrange support for special interest groups;
8. Facilitate trade shows and displays to promote the Association;
9. In association with the TEFMA Secretariat, co-ordinate Business Partner Liaison Function
10. Ensure that TEFMA website information under Membership menu is regularly updated;
11. Prepare and maintain a plan covering membership requirements and linkages to the TEFMA Strategic Plan, and
12. Organise the TEFMA Awards dinner.
13. Prepare Board Meeting and AGM Report

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 TEM Conferences;
2. Assist with planning and programmes for NZ conferences;
3. Organise workshops on contemporary issues;
4. Administer the annual Maurie Pawsey, Travel, Conference Scholarships;
5. Identify, evaluate and recommend suitable training programmes offered by other facilities management related organisations.

6. Ensure that TEFMA website information, under the 'Education' menu, is regularly updated;
7. Contribute to the compilation of a library of courses, resources and directories administered by the Information Services Committee; and
8. Prepare and maintain a plan covering education requirements and linkage to the TEFMA Strategic Plan.
9. Ensure contact is made with a Green Building Council of Australia (GBCA) representative every year to organise a speaking engagement at TEMC.
10. Prepare Board Meeting and AGM Reports

Information Services Committee

Purpose

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

Duties

1. Produce and distribute a TEFMA newsletter (TEFMA Secretariat to draft for approval);
2. Further develop and regularly update the TEFMA website, membership directory and forums;
3. Promote and facilitate information exchange between members. Promote the TEFMA forums so they are used by members;
4. Arrange the annual TEFMA Benchmark Survey (Benchmark Survey and Sustainability Survey) and distribute results through provider/Secretariat;
5. Develop and conduct further surveys to extend performance indicators and provide additional management tools;
6. Establish and maintain a library of relevant courses, resources and directories and disseminate such information via the website;
7. Promote research on innovative approaches to facilities management;
8. Commission and publish papers on contemporary issues;
9. Prepare and maintain a plan covering information services requirements and linkages to the TEFMA Strategic Plan; and
10. Ensure that the TEFMA website information, under the 'Information Services' menu, is regularly updated.
11. Prepare Board Meeting and AGM Reports

Information for prospective Board members

The Board manages its operations through three Committees; Information, Education and Membership. 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 five times per year for a one-day meeting, although at times this can be two days, for example to review the Association's Strategic Plan biennially. Two of these meetings are held on the day before/day after the Annual TEM Conference. The remaining three meetings are held about every three months. In recent years, two of the remaining Board meetings have been held 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 for Vice-President would be best to contact the current President to discuss the role, its commitments and obligations.

In terms of time commitment, there are the Board meetings as discussed above, and most Board members may attend the two 2-day 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 also adds to that of the Board member's administrative support in their office.

Whilst this might sound rather onerous, there are also many rewards in being a Board member. Firstly, you will establish a good network of colleagues both on the Board and amongst other TEFMA members. Secondly, through Board discussion on education and research areas, you tend to pick up on industry issues earlier. 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 Policy & Procedures Manual for general information.