



TEFMA Education Services Committee

Terms of Reference

Overview

These terms of reference outline the objectives and responsibilities of the Education Services Committee to achieve optimal outcomes. The Committee members have developed the Terms of Reference and defined the purpose and every member fully supports them.

Constitution & By-laws

The Education Services Committee was established by a resolution of the TEFMA Board based on these terms of reference.

Charter

The Education Services Committee was established to advise the TEFMA Board on items as set out below in the scope. It has an advisory capacity. The Education Services Committee and Chair makes decisions within the TEFMA Board delegation of authority matters outside of this will be recommended for approval by the Board.

Purpose

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

Committee Scope

The Education Services Committee provides recommendations and advice to the TEFMA Board for its consideration in relation to:

Purpose –

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 (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 (Secretariat).

Quorum

A quorum is achieved by dividing the number of current Committee members entitled to vote by two (disregarding any fraction) and adding one.

Frequency of meetings

The Education Services Committee will meet at least ten times per calendar year. 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 Education Services Committee, they are requested to resign in writing to the Secretariat of the Committee. It is a majority decision of the Education Services Committee 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 Committee. 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 Education Services Committee has achieved its defined scope, then 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.