



TEFMA Knowledge Services Committee

Terms of Reference

Overview

These terms of reference outline the processes and responsibilities of the Knowledge Services Committee (KSC) in order to align with the [TEFMA Strategic Plan](#).

Constitution & By-laws

The KSC is established by a resolution of the TEFMA Board, based on these terms of reference.

Charter

The KSC provides advice and makes recommendations to the TEFMA Board on items as set out below. The TEFMA Board retains responsibility for decision making.

Committee Scope

The KSC will provide recommendations and advice to the TEFMA Board for their consideration in relation to the objectives as set out below:

Purpose

To continually improve on TEFMA's existing knowledge bank whilst expanding our resources for our members, all in accordance with the TEFMA Strategic Plan.

Objectives

1. Review and update TEFMA's current suite of Guidelines (Strategic Asset Management, Asset Audit and Space Planning) on a regular basis to ensure the Guidelines have a currency of no longer than three years;
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 facilities and property management 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;
5. In conjunction with our Strategic Partners (APPA, AUDE, HEFMA) and in accordance with Strategic Partner Alliance Agreements, implement initiatives to ensure the TEFMA membership can learn from contemporary strategic partner practices.

Secretariat support will be provided to the Committee as set out in the Contract executed on 27th February 2023 by TEFMA and The Association Specialists (TAS), and retained in the TAS file share – Cat Herder.

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 Knowledge Services Committee will meet at least monthly. Additional meetings may be called as required. Meetings may be online, via teleconference or in person as specified on the agenda.

Self-Evaluation

The Committee will undertake an evaluation of the effectiveness of its operation 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.

Committee Recruitment, Resignation & Removal

Should a member no longer wish to participate in the Committee, they are requested to resign in writing to the Secretariat of the Committee. It is a majority decision of the 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 Knowledge 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 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.