

Facility Management Association of Australia Ltd

ABN: 57 003 551 844

CHARTER

BRANCH COMMITTEE CHARTER

1 OBJECTIVES

- (a) FMA Australia is a company established to manage Australia's leading professional body for facility managers who are professionals involved in the strategic and operational management of significant facilities in public and private sector organisations. The Board of Directors is ultimately responsible for serving and representing member interests. This function is supported by Branch Committees acting as ambassadors in their regions of influence, through:
- running Branch networking activities and site visits;
 - providing personal and professional growth opportunities through encouraging members to attend continuing professional development programs run by FMA Australia to enhance the skills, qualifications and professionalism of members;
 - enhancing relationships with employers, government and educational institutions through assisting FMA Australia in representing issues relevant to the FM industry within the community and before Government; and
 - providing the forum for professional debate on relevant issues within the FM industry such as sustainability, innovation and risk management.
- (b) In supporting the Board, the role of the Branch Committee concentrates into three main areas:
- (1) Contributing towards the strategy and direction of FMA Australia (including in relation to budgetary matters) for the benefit of all members. This would normally occur through:
- The provision of ideas, input and comment, either directly or indirectly (eg, via Board members, the Branch Chair, the Chief Executive), to the Board of Directors, for their consideration; and,
 - Response to specific matters for which the Board of Directors has requested consultation with Branch Committees.
- (2) Contributing towards the effective servicing of members within the Branch. This would normally occur through:
- Listening to and understanding the needs of members;
 - Monitoring the implementation of the Board's strategy, vision and decisions within the Branch;
 - Recommending activities or initiatives for the benefit of members to be undertaken by the FMA Office or members. Such activities or initiatives should be consistent with the Board's strategy and direction for FMA Australia and be capable of being undertaken within the budgeting and resource plan established for the Branch;
 - Recruitment of new members particularly through local initiatives; and,
 - Participation in member events, activities and meetings.

- (3) Discharging the responsibilities of the Branch Committee as contained in the Constitution or otherwise delegated by the Board of Directors from time to time. In particular, Branch Committees are responsible to operate and conduct its activities for such purpose and in such manner, adopt such rules and regulations and otherwise have such powers and responsibilities as are determined from time to time by the Board and are specified in this Charter.

2 RESPONSIBILITIES

In order to meet the above objectives the specific responsibilities of Branches and Branch Committee Members both collectively and individually encompass:-

General:

- Meet the requirements of the Constitution and exercising the specific powers and duties as delegated by the Board;
- Being committed to the achievement of the Strategic Plan as enunciated by the Board of Directors from time to time; and
- Assist the Board and staff in the protection of FMA Australia's reputation, particularly in the areas of professional standards, ethics and branding.

Input to the Board:

- Communicate relevant issues to the Board for its deliberation arising from a broad awareness of the issues affecting members and the profession generally; and,
- Nominating persons from time to time to occupy positions either on FMA Australia' Committees or on various bodies where FMA Australia is to be represented, as requested by the Board of Directors or the Chief Executive Officer.
- Review and recommend to the Board, changes to FMA Australia member services to be supplied from areas where general corporate approaches or coordination may provide a significant outcome;

Branch Events:

- Organise for Branch members and non-members site visits, lunches, breakfasts and other networking functions
- The Branch Events Committee Members to liaise with the FMA Australia Office with regard to the timing of these events and with the Branch Finance Committee Member regarding budget implications.
- The Branch Events Plan regarding the frequency and timing of Branch Events to be prepared by 30 April each year to ensure this information is incorporated into the Branch Budget for each financial year.

Membership:

- Ensure that a member of the Branch Committee is nominated to also be the Branch's representative on FMA Australia's National Membership Committee.
- Have input strategies for retaining and attracting members to FMA Australia.
- Provide activities in support of growing membership and the awareness of FMA Australia

Newsletter:

- Co-ordinate the preparation of Branch copy on Branch events held and future events for FMA Australia's monthly E-newsletter *FMA Online*

Financial:

- Assist in the preparation of Branch budgets in accordance with FMA Australia's guidelines
- Ensure that no contractual agreement is signed which will financially bind FMA Australia without first discussing this with FMA Australia's Chief Executive Officer *

* NOTE: ie - where there is to be a payment for the professional services of either speakers, entertainers, sports representatives or other service providers, the Branch is to contact the Chief Executive Officer first prior to the Branch engaging these services.

Advocacy:

- Take an active role in organising Task Forces to facilitate a co-ordinated response to proposed Federal and State changes to legislation and regulation *
- Identify potential issues which require a co-ordinated approach to increase the awareness of the FM industry and FMA Australia by Federal and State Governments
- * (NOTE: responses to proposed regulations and legislation requested by the Federal and State Governments and other organisations are to be undertaken in consultation with the Chief Executive Officer to ensure a co-ordinated approach)

Administrative:

- Attend and/or convening such meetings and activities as may be necessary or desirable for benefit of the membership and the furtherance of the organisation's goals;
- Take an active role in facilitating the development of Special Interest Groups;
- Take responsibility through election, where required, for the quality, composition and representative balance of the Branch Committee and any other committee and representative bodies on which Branch representation is required; and,
- Pro-actively working with the FMA Office staff to ensure FMA Australia's objectives are met.

Communication:

- Provide a high level of face to face contact between the Branch Committee and Branch members;
- Develop a broad awareness of the issues affecting members and the profession generally for the purpose of communicating relevant issues to the Board for its deliberation;
- Generally represent the interests of the membership by considering relevant matters within the Branch Committee;
- Accept, examine and when appropriate, convey FMA Australia strategies and actions to the members and provide relevant feedback to the Board of Directors; and
- Provide an effective conduit of member's views into the Board of Directors
- Ensure that a member of the Branch Committee is nominated to also be the Branch's representative on FMA Australia's National Communication Committee.

3 BUDGET & STRATEGY

Whilst FMA Australia's budget is prepared by management as part of the annual business plan process, significant input is required from the Branch Committee representatives with the responsibility for events scheduling and finance. In the normal course, Branch Committees will be consulted with during the budget and strategy development processes by the Chief Executive. The Branch budget is prepared by the Branch Committee in accordance with FMA Australia's guidelines and Branch networking functions are to be run so that they meet or exceed budget.

Administration of the Branch Budget is under the oversight of the Chief Executive Officer, subject to any directions the Branch Committee may give from time to time, pursuant to the provisions of Clause 99.5 of the Constitution.

4 CHAIRMAN OF MEETINGS

The Branch Chair shall chair all meetings of the Branch Committee. In the absence of the Branch Chair one of the Branch office holders specified under the provisions of Clause 99.3 of the Constitution shall, in so far as they are capable of application, chair the meetings.

5 CHAIRMAN'S TENURE

The Branch Chair is to be elected to that role for two years with effect from the Branch Annual General Meeting held two years after the appointment of the Chair. Branch Annual General Meetings must be held each year prior to September 30.

At the conclusion of such term the Chairman shall vacate the position but can be re-elected to the office of Branch Chairman.

6 BRANCH COMMITTEE COMPOSITION

A Branch Committee will generally consist of up to twelve (12) members elected by the members attached to that Branch in accordance with FMA Australia's Constitution.

7 TENURE OF BRANCH COMMITTEE MEMBERS

Upon election, a Branch Committee Member will hold office for a term of up to two (2) years. At the end of their tenure, a Branch Committee Member may offer themselves for re-election.

8 REVIEW OF BRANCH COMMITTEE

- (a) The performance of the Branch Committee will be reviewed annually in a manner determined by the Board of Directors from time to time either through :
- external facilitators;
 - assessment questionnaires;
 - confidential (non attribution) interviews;
 - a workshop to discuss findings;
 - a combination of the above; or,
 - in such other means as the Board of Directors may from time to time determine or prescribe.
- (b) The Branch Chair shall report back to the Chair of the Board of Directors advising the outcomes of the review and shall seek to implement any suggestions to improve the performance of the Branch Committee made by the Board arising out of such review.

9 MEETINGS

The Branch Committee shall meet not less than 8 times per annum (and preferable meet at least once every month) and at such other times as the Branch Committee may from time to time determine.

A Branch Committee may meet either in person or by telephone or by other means of communication, by which all persons participating in the meeting are able to hear and be heard by all other participants.

The Branch Committee must hold a Branch Annual General Meeting by 30 September each year at which the election to fill vacancies on the Branch Committee are to be held.

10 QUORUM & VOTING

Unless otherwise determined to the contrary by the Board, a quorum shall be consist of four (4) Members of the Branch Committee provided at lease one (1) person constituting the quorum shall be either the Chair, Vice Chair or the Finance office holders.

A resolution shall be taken as passed if approved by greater than one half of the members present and voting. No casting vote shall vest in the Chair and in the event of a tied vote the motion shall be deemed lost.

11 ATTENDANCE

Board members, FMA Committee Chairs and the Chief Executive Office or senior FMA Australia staff shall be entitled to attend all Branch Committee meetings. Other FMA Australia staff and/or advisors and other parties as the Branch Chair thinks fit, may be invited to attend meetings.

12 MINUTES

A representative on the Branch Committee shall take or cause to be taken brief Minutes of the proceedings of all meetings of the Branch Committee and of the names of those present. The minutes of the meetings of Branch Committee must be prepared within two (2) weeks of the meeting, approved by the Chairman of the meeting and circulated to all Branch Committee Members with the papers for the next meeting of Branch Committee.

Minutes of meetings must be confirmed and signed at the next subsequent meeting of Branch Committee. The minutes of any meeting signed by the Chairman of the succeeding meeting shall be conclusive evidence

of the transactions recorded in such minutes. Copies of these Minutes should be provided to the Chief Executive as soon as practicable after their confirmation.

13 REPORTING

The Branch Committee shall each year furnish to the Board of Directors a brief report on its activities during the previous year and plans for the following year and any such other information as the Board of Directors may require. This report is to be submitted to the Chief Executive Officer by 31 August each year (ie within 2 months of the close of the Financial Year)

14 ACTIVITY PLAN

The Branch Committee shall each year develop an annual activity plan for Branch Events. The plan is to be developed in consultation with the Manager Education and Training and will encompass the responsibilities outlined above. The budget for the next financial year is to be developed by 30 April each year and the annual activity plan (ie scheduling of Branch networking events) is to be developed by 30 September each year.

In addition, matters within the Branch's areas of responsibility are to have regard to the Branch's budget established by the Board and such other matters for which it has constitutional authority.

15 TRAVEL ARRANGEMENTS

Travel arrangements and reasonable out of pocket expenses will be met in accordance with the applicable Policies for members of FMA Australia from time to time and must be included within the Branch Budget.

16 BRANCH COMMITTEES AND GROUPS

There is no provision under the Constitution for a Branch to establish sub-committees. The Branch Committee may establish working groups to assist with their responsibilities but these working groups can only refer back to the Branch Committee. Working groups can not operate outside FMA Australia policies and procedures.

The Branch Committee is required to consult with the FMA Office on all issues which could have organisational wide implications before any initiatives of the Committee are implemented.

17 MAINTENANCE OF CHARTER

FMA Australia's Chief Executive Officer is responsible for the maintenance of this document and, after obtaining input and comments from all Branch Committees regarding any proposed changes, will submit the proposed changes to the Board for its approval.

18 OPERATION OF CHARTER

This Charter applies to all Branch Committees with effect from 1 July, 2006.

19 DELEGATIONS

Other than the running of committee meetings and the responsibilities outlined in Clause 2 of this Charter there are no delegated powers, under the Constitution, granted to Branch Committees.

<i>Approved by the Board</i>	
<i>Revised and approved by the Board</i>	