



Introduction

Welcome to the Facility Management Association of Australia Branch Committee.

With the growth of the facilities management industry, branch committees are integral to member engagement and to ensuring FMA Australia provides a broad based representative capacity in each state and territory.

A key role of the branch committees is in the execution of national strategies that assist in securing funding and resources for the implementation of the information, knowledge, advocacy and policy goals set by the Board.

In this way branch committees are fundamental to providing value for members while growing the membership base and building the industry profile, and we welcome your commitment to furthering these goals.

The FMA Branch Committee Charter sets out the parameters that ensure the purpose of the branch remains aligned to the strategy of the organisation to provide mutually positive outcomes. Furthermore, it clarifies and defines the role of Branch Committee Members and office bearers as well providing overall guidance to the Branch Committees.

All Branch Committee Members should be familiar with the Charter, committed to its delivery and to ensuring its standards are consistently met.

To be eligible for nomination to a Branch Committee, nominees must be financial members of FMA Australia and sign the attached Declaration confirming they have read and agree to uphold the responsibilities and conditions of Branch Committee Membership as prescribed in this Charter for their full period of tenure, should their nomination be successful.

The signed Declaration must be returned to National Office with the nominees completed nomination form.

1. OBJECTIVES

- a. FMA Australia is a company established as the peak national body for Australia's facility managers, professionals involved in the strategic and operational management of significant facilities in the public and private sector built environment. 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:
 - facilitating Branch networking activities and site visits in conjunction with the National Office;
 - providing members with personal and professional growth opportunities and encouraging attendance at FMA Australia operated continuing professional development programs that enhance skills, qualifications and professionalism;
 - assisting FMA Australia represent issues of industry relevance in the community and before government by establishing and developing relationships with employers, government and educational institutions;
 - providing a forum for professional debate on relevant issues within the FM industry such as sustainability, innovation and risk management.
- b. In supporting the Board of Directors, the role of the Branch Committee concentrates into three main areas:
 - i. Contributing to the strategy and direction of FMA Australia for the benefit of all members. This would normally occur through:
 - providing ideas, input and comment, either directly or indirectly to the Board of Directors for its consideration via members of the Board of Directors, the Branch Chair, Portfolio Group Chair or the Chief Executive Officer;
 - responding to specific matters the Board of Directors has requested consultation on by the Branch Committees.
 - ii. Contributing to 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 of Director's strategy, vision and decisions within the Branch;
 - recommending activities or initiatives for the benefit of members to be undertaken by the National Office or members in accordance with policy guidelines;
 - recruiting new members particularly through local initiatives;
 - participating in member events, activities and meetings. Such activities or initiatives should be consistent with the Board of Director's strategy and direction for FMA Australia and be capable of being undertaken within the budgeting and resource plan established for the Branch.
 - iii. Discharging the responsibilities of the Branch Committee as contained in the FMA Australia Constitution or otherwise delegated and approved by the Chief Executive Office or the Board of Directors.

2. RESPONSIBILITIES

In order to meet Branch Committee objectives, the specific responsibilities of branches and Branch Committee Members collectively and individually encompass:

General:

- Meeting the requirements of the FMA Australia Constitution and exercising any specific powers and duties as delegated by the Board of Directors
- Assisting the Board of Directors and National Office in protecting FMA Australia's reputation, particularly its professional standards, ethics and branding
- Being committed to achieving the Branch Strategic Plan as defined by the Board of Directors
- Participating in the development of an annual Branch Activity Plan in conjunction with National Office
- Communicating relevant issues through the Committee process to the Board of Directors either via:
 - Board of Directors member
 - Branch Chair
 - Portfolio Group Chair
 - Chief Executive Officer
- Nominating persons to occupy positions on FMA Australia's Portfolio Committees and various working groups where FMA Australia is represented

Branch Events:

- Organising in conjunction with National Office member and non-member Branch site visits, lunches, breakfasts and other networking functions in accordance with policy guidelines
- Liaising and working closely with the National Office to ensure events are effectively implemented
- Reviewing the Branch Events Annual Schedule prepared by National Office (regarding the frequency and timing of Branch Events) by 15 November each year.

Membership:

- Ensuring that a member of the Branch Committee is nominated as the Branch representative on FMA Australia's Marketing & Membership Portfolio Group
- Having input to strategies for retaining and attracting members to FMA Australia
- Reviewing and recommending to the Chief Executive Officer changes to FMA Australia member services that may provide additional value.
- Arranging activities that support membership growth, retention and awareness of FMA Australia.

Newsletter:

- Co-ordinating Branch updates for FMA Australia's bi-monthly e-newsletter FMA Online.

Financial:

- Working in conjunction with National Office to develop the annual Branch budget in accordance with FMA Australia's budget processes
- Reviewing performance against budget on a monthly basis in conjunction with National Office
- Ensuring no financially binding contractual agreement of any kind is signed on behalf of FMA Australia without the express approval of FMA Australia's Chief Executive Officer.

Advocacy:

- Understanding that all requests to FMA Australia or a Branch of FMA Australia for advice or comment by a government or other organisation to proposed regulations, legislation or policies are to be responded to by the National Office and approved by the Chief Executive Officer.
- Actively representing the Branch on Advocacy Task Groups or Committees constituted by National Office on an as needs basis, to respond to or identify issues in relation to government or other organisations proposed regulations, legislation or policies.

Administrative:

- Attending and/or convening a minimum of three Branch Committee meetings annually;
- Attending a minimum of two Branch activities annually
- Hosting or taking a leadership role at a minimum of one event, activity, committee meeting or professional development session annually
- Taking an active role in facilitating the development of relevant task groups
- Taking responsibility for working with National Office for succession planning in relation to the quality, composition and representative balance of the Branch Committee and any other committee and representative bodies on which Branch representation is required
- Working pro-actively with FMA National Office to ensure FMA Australia's objectives are met.

Communication:

- Providing a high level of face to face contact between the Branch Committee and Branch members
- Developing an awareness of the issues affecting members and the profession and communicating relevant issues to the Chief Executive Officer for discussion and deliberation by the Board of Directors
- Ensuring Branch subcommittees are aligned with a Portfolio Group and clear lines of communications are established with the relevant Portfolio Group
- Representing the interests of the membership by considering relevant matters within the Branch Committee
- Accepting, examining and when appropriate, conveying FMA Australia strategies and actions to the members and providing relevant feedback to the Chief Executive Officer for reporting to the Board of Directors
- Providing member's views to the Chief Executive Officer
- Nominating a Branch member to be an active participant on any National Office Task Group or Working Group as requested by the Chief Executive Officer.

3. BUDGET

FMA Australia's budget is prepared by National Office as part of the annual business plan process. Branch Committees will be consulted in relation to Branch event scheduling and content and in the setting of KPIs. Final Branch Budgets must be approved by the Board of Directors.

Ongoing oversight of the Branch budget, including administration and monitoring of KPIs, is managed by FMA Australia's Finance Manager working closely with the Branch Chair.

4. STRATEGY

FMA Australia's strategic plan is prepared by the Chief Executive Officer in conjunction with the Board of Directors as part of the strategic planning process. Branch Committees will be consulted on the strategic directions development process by the Chief Executive Officer.

Branch Chairs will work with the Chief Executive Officer or delegated officer to develop an annual branch business plan in line with the National Strategy Plan.

5. NOMINATIONS & ELECTIONS

Elections for branch committee vacancies are held annually, in line with the following process:

- 40 days prior to the Branch Annual General Meeting – A call for nominations is sent to branch members, listing the number of vacancies
- 5pm, 30 days prior to the listed Branch Annual General Meeting – Nominations close
- At least 21 days prior to the listed Branch Annual General Meeting – Candidates names are posted

If nominations do not exceed vacancies, the Chairperson will declare those persons elected at the Annual General Meeting.

If there are more nominations than vacancies, there will be a postal ballot:

- A ballot paper will be sent to all branch members entitled to vote at least 14 days prior to the date set for the branch Annual General Meeting.
- Ballots must be received by National Office at least seven (7) days prior to the date listed for the branch Annual General Meeting.

In the event of an equal number of votes, a predetermined process as outlined in the Constitution will be utilised.

6. CHAIR OF MEETINGS

The Branch Chair shall facilitate all meetings of the Branch Committee. In the absence of the Branch Chair one of the Branch office holders as outlined within this charter may be deputised.

7. CHAIR & VICE CHAIR ELIGIBILITY AND TENURE

The Branch Chair and Vice Chair must be financial General Members of FMA Australia.

The Branch Chair and Vice Chair have two year tenure and are elected at the Branch Annual General Meetings, which must be held in accordance with FMA Australia's Constitution. The Branch Chair and Vice Chair appointments must be ratified by the Board of Directors.

At the conclusion of tenure the Chair and Vice Chair shall vacate their positions, but may stand for re-election. Appointment of more than one term must be approved by the Board of Directors.

8. BRANCH COMMITTEE COMPOSITION

Branch Committees must consist of no more members than stipulated by the FMA Australia Constitution. Members must be elected by standing members of the Branch or appointed by the Branch Committee in accordance with the FMA Australia Constitution.

9. BRANCH COMMITTEE MEMBER ELIGIBILITY AND TENURE

All Branch Committee Members must be financial members of FMA Australia. Upon election or appointment a Branch Committee Member will hold tenure to the second Annual General Meeting following their election.

During each year of tenure, Committee members must:

- Miss no more than three (3) Branch Committee meetings
- Attend a minimum of two (2) Branch events or activities
- Host at least one (1) Branch event or activity

If a Committee member does not meet the minimum annual attendance levels, Branch Committee membership will automatically be forfeited.

At the end of tenure, a Branch Committee Member may offer themselves for re-election or re-appointment.

10. MID-TERM BRANCH COMMITTEE APPOINTMENTS

A Branch Committee may appoint a new member mid-term if a vacancy becomes available. To be eligible, the nominated appointee must:

- Be a financial member of FMA Australia

- Have read, signed and returned the Branch Committee Charter Declaration to National Office
- Be endorsed by the Branch Committee
- Be approved by the Board of Directors.

11. REVIEW OF BRANCH COMMITTEE

The performance of the Branch Committee will be reviewed annually against a set of criteria in line with the Branch Committee Responsibilities (see Section 2). This will be undertaken in a manner determined by the Board of Directors in consultation with the Chief Executive Officer either through:

- external facilitators
- assessment questionnaires
- confidential interviews
- a workshop to discuss findings
- a combination of the above
- other such means the Board of Directors may determine or prescribe.

The Chief Executive Officer will report on the outcomes of the review to the Board of Directors and shall work with the Branch Chair to develop, implement and monitor a plan addressing any suggestions to improve the performance of the Branch Committee that may arise out of the review.

12. MEETINGS

The Branch Committee shall meet not less than eight (8) times per annum (preferably at least once a month) and at such other times as the Branch Committee may determine and as approved by National Office.

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 will provide adequate notice of all formal and informal meetings to National Office and ensure a National Office representative can participate.

The Branch Committee must hold a Branch Annual General Meeting by 30 September each year (or at a time approved by the Board of Directors) at which the announcement related to new committee members and the result of any election process is provided. This meeting will also ratify a member as a Branch Chairperson for the coming year.

13. QUORUM & VOTING

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

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, in the event of a tied vote the motion shall be deemed lost.

14. ATTENDANCE

Members of the Board of Directors, Committee Chairs and the Chief Executive Officer or senior National Office staff are entitled to attend any Branch Committee meetings. Junior National Office staff, advisors and other parties as approved by the Chief Executive Officer, may be invited by the Branch Chair to attend a Branch meeting.

15. MINUTES

A member of the Branch Committee shall take or cause to be taken brief Action Minutes of the proceedings of all Branch Committee meetings and of the names of those present in the format

designated by National Office. The minutes of the meetings of Branch Committee must be prepared within two (2) weeks of the meeting, approved by the meeting Chair and circulated to all Branch Committee Members with the papers for the next meeting of Branch Committee.

Action Minutes of meetings must be confirmed and signed at the next subsequent meeting of Branch Committee. The minutes of any meeting signed by the Chair of the succeeding meeting shall be conclusive evidence of the transactions recorded in such minutes.

Confirmed and signed Action Minutes must be provided to the Chief Executive Officer prior to the next scheduled Branch Committee meeting for:

- Record maintenance
- Posting on the FMA Australia website

16. REPORTING

The Branch Committee shall provide a brief review of its activities over the past year, and forward plans for the coming year to the Board of Directors on an annual basis. This report is to be submitted to the Chief Executive Officer by 31 August each year (i.e. within two (2) months of the close of the Financial Year).

17. BRANCH ACTIVITY PLAN

Branch Committees shall develop an annual activity plan for Branch Events in conjunction with National Office. The budget for the next financial year is to be developed by 30 April and the annual activity plan (i.e. scheduling of Branch networking events) is to be developed by 15 November 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 of Directors and such other matters for which it has constitutional authority.

18. TRAVEL ARRANGEMENTS

Travel arrangements and all out of pocket expenses are the responsibility of the Branch Committee member responsible for incurring the cost.

19. BRANCH COMMITTEES AND GROUPS

Branch Committees should establish subcommittees that align with Portfolio Groups to assist with their responsibilities, to improve communications and better align events and activities nationally. Working groups must operate within FMA Australia policies and procedures.

Branch Committees are required to consult with National Office and the relevant Portfolio Group on all issues which could have organisational wide implications before any initiatives of the Committee are implemented.

20. 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 and the Marketing & Membership Portfolio Group regarding proposed changes, will submit the revised Charter to the Board of Directors for approval.

21. OPERATION OF CHARTER

This Charter applies to all Branch Committees with effect from (DATE AS ENDORSED BY BOARD)

22. 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.

23. DECLARATION

As a condition of appointment to a Branch Committee, each member must have read, signed and returned the Branch Committee Charter Declaration to National Office when nominating for Committee membership.

ATTACHMENT 1

This signed Declaration must be returned to National Office with the completed nomination form when nominating for Branch Committee membership.

FMA BRANCH COMMITTEE CHARTER

DECLARATION

In nominating for membership of the _____ State/
Territory FMA Branch Committee, I, _____,
hereby declare that:

- I am a financial member of FMA Australia and my membership numbers is _____;
- I have read and understood the Branch Committee Charter, and confirm that if my nomination is successful I will, for the full period of my tenure, uphold all conditions and ensure the delivery of all responsibilities of Branch Committee Membership as prescribed in the Charter.

Signed

Date

Witness

Date