



Introduction

Welcome to a Facility Management Association of Australia (FMA) Committee.

With the growth of the facilities management industry, committees are integral to member engagement and to ensuring FMA Australia provides a broad-based representative capacity in each state and territory and on specific issues that impact leadership in the industry.

A key role of the committees is in the execution of national strategies assisting to secure funding and resources for the implementation of the information, knowledge, advocacy and policy goals set by the Board.

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

This FMA Committee Charter sets out the parameters that ensure the purpose of the various committees remains aligned to the strategy of the organisation to provide mutually positive outcomes. Furthermore, it clarifies and defines the role of Committee Members and office bearers as well as providing overall guidance to the Committees. There are some specific issues that relate to particular committee's and these are contained in section 2 and applicable to the named committee.

All Members must view the Committee Member Induction Webinar (when available) and should be familiar with this Charter, the Committee Terms of Reference, their Position Description, and be committed to its delivery and to ensuring its standards are consistently met.

To be eligible for nomination to a Committee, nominees must be financial members of FMA Australia and have signed the attached Declaration confirming they have read and agree to uphold the responsibilities and conditions of 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.

Nicholas Burt
Chief Executive Officer
Facility Management Association of Australia

Byron Price
Chairman
Facility Management Association of Australia

1. OBJECTIVES

- a. FMA Australia is a company established as the peak national body for Australia's facilities 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 supporting and representing member interests. This function is executed by Committees acting as ambassadors in their States and areas of influence, through:

State Committees:

- facilitating State based activities and events in conjunction with the National Office;
- providing members with personal and professional development opportunities and encouraging attendance at FMA operated events;
- ensuring continued member engagement through regular connection and communication with members, or as required by National Office;
- encouraging membership growth by connecting with and encouraging potential members to register as members.

Portfolio Committees:

- assisting FMA to represent issues of industry relevance in the community and before government by establishing and developing relationships with employers, government, educational institutions and others;
- providing a forum for professional debate on relevant issues within the FM industry such as sustainability, innovation and risk management (to name a few).

- b. In supporting the Board of Directors, the role of Committees is concentrated into three main areas:
 - i. Contributing to the strategy and direction of FMA for the benefit of all members. This would normally occur through:
 - providing ideas, input, feedback 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 feedback via consultation by the Committees.
 - ii. Contributing to the effective servicing of members. This would normally occur through:
 - listening to and understanding the needs of members and reporting such to National Office;
 - monitoring the implementation of the Board of Director's strategy, vision and decisions;
 - recommending activities or initiatives for the benefit of members to be undertaken by the National Office or members in accordance with policy guidelines;
 - recruiting and inducting 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
 - iii. Discharging the responsibilities of the Committee as contained in the FMA Constitution, this charter or otherwise delegated and approved by the Board of Directors or Chief Executive Officer.

2. RESPONSIBILITIES

State Committee	Portfolio Committee
General	
<ul style="list-style-type: none"> • Meeting the requirements of the FMA 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 the associations reputation, particularly its professional standards, ethics and branding • Being committed to achieving the Strategic Plan as defined by the Board of Directors • Participating in the development of an annual Activity Plan in collaboration with National Office • Communicating relevant issues through the Committee to the Board of Directors either via: <ul style="list-style-type: none"> - Board of Directors member - Committee Chairperson - Chief Executive Officer • Nominating persons to occupy positions on Portfolio Committees and various working groups where FMA Australia is represented 	<ul style="list-style-type: none"> • 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 Committee Action plan as approved by the Board of Directors • Participating in the development of an annual Activity Plan in collaboration with National Office • Communicating relevant issues through the Committee to the Board of Directors either via: <ul style="list-style-type: none"> - Board of Directors member - Committee Chairperson - Chief Executive Officer
Events	
<ul style="list-style-type: none"> • Organising in conjunction with National Office local State events in accordance with event guidelines and approved budgets • Liaising and working closely with the National Office to ensure events are effectively implemented • Reviewing the State Events Annual Schedule prepared by National Office (regarding the frequency, content and timing of Branch Events) by 30 October each year. • Nominating a committee member to be the custodian of FMA State banners, including the safe transportation to and from all events. 	<ul style="list-style-type: none"> • Liaising and working closely with the National Office to ensure any planned events are effectively implemented

State Committee	Portfolio Committee
Financial	
<ul style="list-style-type: none"> • Working in conjunction with National Office to develop the annual State budget in accordance with FMA Australia’s budget processes • Reviewing performance against budget on a bi-monthly basis in conjunction with National Office • Ensuring no financially binding contractual agreement of any kind is signed on behalf of FMA without the express approval of Chief Executive Officer. • 	<ul style="list-style-type: none"> • Ensuring no financially binding contractual agreement of any kind is signed on behalf of FMA Australia without the express approval of the Chief Executive Officer.
Advocacy	
<ul style="list-style-type: none"> • Understanding that all requests to FMA or a State Committee 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. 	<ul style="list-style-type: none"> • Understanding that all requests to FMA or Portfolio committee 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.
Administrative	
<ul style="list-style-type: none"> • Attending and/or convening a minimum of 80% of meetings annually • Attending a minimum of two State activities/events annually • Hosting or taking a leadership role at a minimum of one event, activity, committee meeting or professional development session annually • Working pro-actively with FMA National Office to ensure the associations objectives are met. 	<ul style="list-style-type: none"> • Attending and/or convening a minimum of 80% of meetings annually • Where a portfolio group operates activities, each member should attend a minimum of 1 activity (where this is geographically appropriate.) • Working pro-actively with FMA National Office to ensure the associations objectives are met.

State Committee	Portfolio Committee
Newsletters & Communication	
<ul style="list-style-type: none"> • 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 • Representing the interests of the membership by considering relevant matters within the Committee • Accepting, examining and when appropriate, communicating strategies and actions to the members and providing relevant feedback to the Chief Executive Officer • Co-ordinating State updates for quarterly e-newsletter. 	<ul style="list-style-type: none"> • 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 • Representing the interests of the membership by considering relevant matters within the Committee • Accepting, examining and when appropriate, communicating strategies and actions to the members and providing relevant feedback to the Chief Executive Officer

3. BUDGET

The budget is prepared by National Office as part of the annual planning process. Committees will be consulted in relation to event and activity scheduling, content and in the setting of KPIs. Final Budgets will be approved by the Board of Directors.

Ongoing oversight of the budgets, including administration and monitoring of KPIs, is managed by the Finance Manager working closely with a nominated committee representative.

4. STRATEGY

Chairs will work with the Chief Executive Officer or delegated officer to develop an annual action plan (Twelve Month Plan) that is aligned with the National Strategy.

5. NOMINATIONS & ELECTIONS - TENURE

Elections for committee vacancies are held annually, in line with the following process:
 40 days prior to the Annual Meeting – Notification to members of the process
 30 days prior to the Annual Meeting – Call for nominations
 21 days prior to the Annual Meeting – Nominations for branch committee member closes at 5pm (Australian Eastern Standard Time)
 Should voting be required a process will commence 14 days prior to the branch annual meeting.

If an election is required this will be conducted in line with rules outlined in the Constitution.

6. CHAIR OF MEETINGS

The Chairperson shall facilitate all meetings of the Committee. In the absence of the Chairperson one of the office holders as outlined within the Terms of Reference may be deputised.

At the conclusion of tenure the Chairperson and Deputy Chairperson shall vacate their positions, but may stand for re-election. Appointment of all chairs will be by the Board of Directors through an open nomination process and any committee member is welcome to participate/nominate.

7. COMMITTEE COMPOSITION

Committees will consist of up to the number stipulated in the Terms of Reference and will include both elected and appointed members (in line with the governance process contained in the Terms of Reference). This may also include full committee members and observer members.

8. COMMITTEE MEMBER ELIGIBILITY AND TENURE

All Committee Members must be financial members eligible to nominate for committee positions. Upon election or appointment a Committee Member will hold tenure for up to 2 years following their election or appointment.

At the annual general meeting each year, one third of the Members on the Committee or, if their number is not a multiple of two, then the number nearest to but not less than one third, must retire with those positions becoming available for nominations.

A retiring Committee Member may act until the conclusion of the general meeting at which the Committee Member retires.

The Committee Members to retire by rotation at each annual general meeting are those which have been longest in office, with the length of time the Member has been in office to be computed from the Committee Member's initial election.

The Committee may, in a general meeting fill all or any of the vacant places by electing persons to them and may fill any other vacancies as required if there are no nominees for positions.

During each year of tenure, Committee members must:

- Attend 80% of meetings
- Attend a minimum of two (2) events or activities per annum
- Host at least one (1) event or activity per annum (State Committees)

If a Committee member does not meet the minimum annual attendance levels, Committee membership may be forfeited, with their position becoming vacant and open for appointment.

At the end of their tenure, a Committee Member may offer themselves for re-election or re-appointment for an unlimited number of terms.

9. MID-TERM BRANCH COMMITTEE APPOINTMENTS

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

- Be a financial and eligible member of FMA
- Have read, signed and returned the Committee Charter Declaration to National Office
- Completed the Committee Member Induction Webinar
- Be endorsed by the Committee
- Be approved by the Board of Directors

10. REVIEW OF COMMITTEE

The board of directors will have the ability to review a committees' performance at any time and provide relevant feedback to the committee.

11. MEETINGS

The Committee shall meet not less than the number of times specified in the Terms of Reference and as convenient for all committee members. This needs to be communicated to and approved by National Office.

A State Committee should, wherever possible, meet in person, however it is acceptable to meet via videoconference if necessary or via a combination of face to face and videoconferencing, so long as all persons participating in the meeting can hear and be heard by all other participants. Ideally, State Committees would meet in person at least once during each year. This can be facilitated to coincide with the National FMA Conference.

Portfolio committees may meet by teleconference or video conference so long as all persons participating in the meeting are able to hear and be heard by all other participants.

All Committees must provide adequate notice of all formal and informal meetings to National Office and ensure a National Office representative is available to participate.

Committees must hold an Annual Meeting in accordance with the Terms of Reference, at which the announcement related to new committee members and the result of any election process is provided. Timing of Annual Meetings and the Boards announcement of the Chairperson and Deputy Chairperson positions are:

	Annual General Meeting to be held before	Chair and Vice Chair Positions announced
State Committees	15 December*	15 January*
Portfolio/Other Committee	15 June*	15 July*

*or at a time approved by the Board of Directors by resolution of the Board.

12. QUORUM & VOTING

Unless otherwise determined to the contrary by the Board of Directors, a quorum shall consist of three (3) Members of a Committee (1 of which must be an office bearer).

Each committee member excluding observers shall be eligible for 1 vote.

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 any motion shall be deemed lost.

13. ATTENDANCE

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

14. MINUTES

A member of the Committee shall take brief Minutes on the approved Minutes proforma provided. This must be an accurate record of the proceedings of Committee meetings, including the names of those present, all business discussed and any actions arising. The minutes of the meetings of Committees must be prepared within two (2) weeks of the next meeting, approved by the meeting Chairperson, circulated to all Committee Members with any papers for the next meeting of Committee, with a copy provided to National Office.

Minutes of meetings must be approved at the next subsequent meeting of Committee. The minutes will form a record of attendance by noting the cumulative total of attendance by each member.

Minutes must be provided to the Chief Executive Officer prior to the next scheduled Committee meeting for:

- Record maintenance
- Posting on the association's website

15. QUARTERLY NEWSLETTER AND ANNUAL REPORT

Each committee will provide a brief update for inclusion in the FMA Newsletter.

The Committee shall provide a report of its activities over the past year, and forward plans for the coming year to the Board of Directors and presented at the National Annual General Meeting each year. This report is to be submitted to the Chief Executive Officer by:

State Committees: **30 September**

Portfolio Committees: **30 September**

16. TRAVEL ARRANGEMENTS

Travel arrangements and all out of pocket expenses are the responsibility of each Committee member.

17. PROMOTION OF INVOLVEMENT

Committee members are entitled to use the approved FMA Committee member logo and can acknowledge Committee Membership on their resume and LinkedIn Profiles (i.e. FMA VIC State Committee Member 20xx)

18. STAKEHOLDER ENGAGEMENT

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 is implemented.

19. USE OF INFORMATION (Privacy)

All information, including personal member information that is provided to or accessed by the committee will be treated in accordance with the Australian Privacy principles and the policies of the Association. It will only be used by committee members for the purposes of the association. Any use of information will be in accordance with the guidelines set by the association and approved by the Board.

No information provided to or accessed by individual committee members will be stored, copied, saved, printed or any other form of record which is able to be accessed after a committee members tenure on a committee or used for any other purpose other than official FMA committee duties. Any breach of this clause may result in committee members being removed from the committee and/or association and the association may enforce this clause through any legal avenues.

20. MAINTENANCE OF CHARTER

The Chief Executive Officer is responsible for the maintenance of this document and, after obtaining input and comments from all State Committees and the Portfolio Groups regarding proposed changes, will submit the revised Charter to the Board of Directors for approval.

21. OPERATION OF CHARTER

This Charter applies to all Committees with effect from the date endorsed by the Board.

22. DELEGATIONS

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

23. DECLARATION

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

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

FMA COMMITTEE CHARTER

DECLARATION

In nominating for membership of the _____ FMA
Committee, I, _____, hereby declare that:

- I am a financial member of FMA Australia and my membership numbers is _____;
- I have read and understood the 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 Committee Membership as prescribed in the Charter.
- I have no outstanding financial commitments with the association.

Signed

Date

Witness

Date