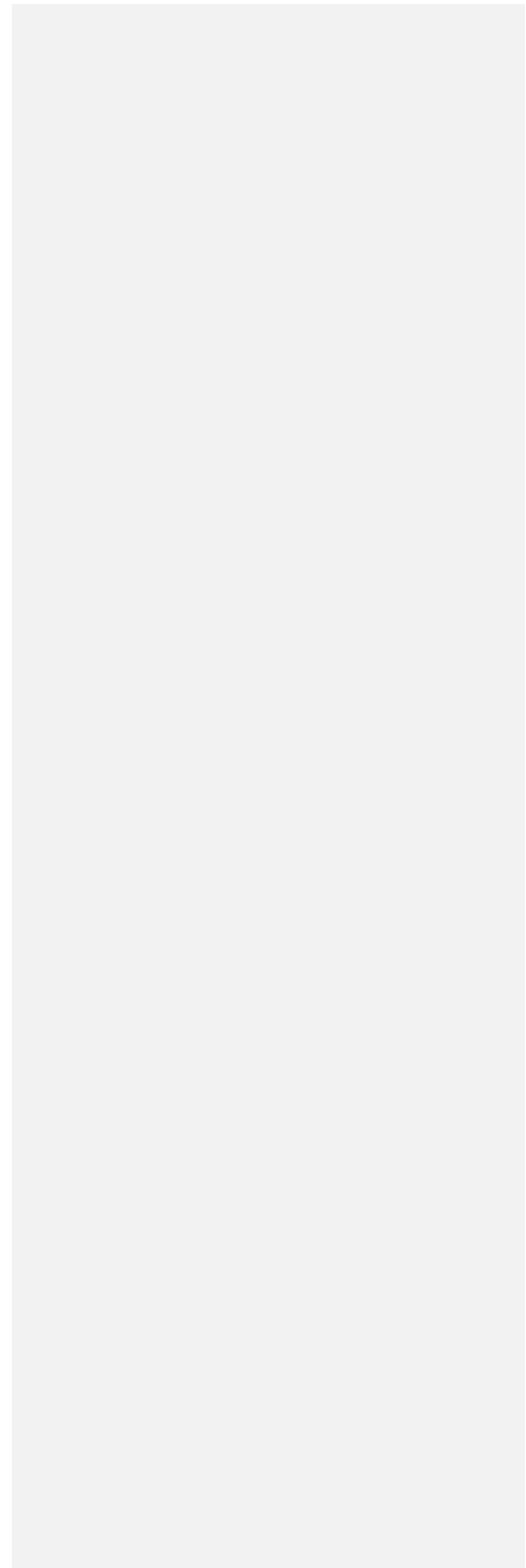


# STANDARDS AND PRACTICES MANUAL

EDUCATIONAL FACILITY MANAGERS ASSOCIATION OF BRITISH COLUMBIA



# STANDARDS AND PRACTICES MANUAL

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# STANDARDS AND PRACTICES MANUAL

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## PREAMBLE

The intended use of this standards and practices manual is to serve as a corporate memory of historical decisions and policies of the Executive that are still in effect at this time. The procedures in this manual are intended to be guidance for Executive activities and to provide direction to the existing Executive. It is anticipated that this manual will be a "living" document that will see routine updating and revision as the need occurs.

This standards and practices manual will amplify and support the constitution and by-laws of the association. In the case of conflict between these standards and practices manual and the constitution and by-laws, the constitution and by-laws will govern. It will be the policy of the EFMA to follow and act in accordance with the duly adopted constitution and by-laws of the association.

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## 1.0 MISSION STATEMENT

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To provide support and recognition to our members who work in partnership with leaders in education in the Province of British Columbia.

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## 2.0 BELIEFS

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We believe:

- That supporting our members by providing educational programs and opportunities for improvement will enhance their ability to build and maintain quality, learning environments in British Columbia in a professional manner.
- In fostering positive relations with all of our partners in Education.
- Our organization and its members demonstrate the importance of life-long learning. We recognize that the improvement of ourselves, our work processes and, our methods are essential to our success.
- In promoting and enhancing networking and information sharing opportunities amongst our members.
- In active participation with educational leaders that will contribute to positive learning outcomes.

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### 3.0 EFMA EXECUTIVE

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#### 3.1 GENERAL INFORMATION

The management of the association shall be vested in its Executive. The Executive shall consist of up to eight to twelve directors, who shall serve without compensation, including the President, the last past President willing and able to serve ("past President"), the vice President, Secretary Treasurer, and four (4) directors elected at large.

##### 3.1.1 AUTHORITY

The Executive derives its authority from the EFMA Constitution and Bylaws. Within such limitations as have been or may be established, the Executive has authority to take any action deemed appropriate to promote the purpose and achieve the mission of the Association.

##### 3.1.2 DUTIES AND RESPONSIBILITIES

Under well-established principles of non-profit organization practices, an Executive member must meet the contained standards of conduct and attention in carrying out his or her responsibilities to the organization.

###### Duty of Care.

The duty of care calls upon a director to act in a reasonable and informed manner when participating in the Executive's decisions and its oversight of the Association's management For example,

- Regular attendance at Executive meetings.
- Regular participation in any assigned Committees.
- Exercise independent judgment.
- Judge what is in the Association's best interest, irrespective of other entities with which the director is affiliated or sympathetic.
- Have adequate information.
- Delegation of Authority - oversee, do not directly engage in day-to-day operations

### Duty of Loyalty.

The duty of loyalty requires executive members to exercise their duties in good faith and in the best interests of the Association, rather than in their own interests or the interests of another entity or person. This means that an Executive member should never use his/her position for individual or personal advantage. Examples include:

- Be aware of and take proper actions in actual, potential, or perceived Conflicts of Interest.
- Maintain confidentiality of Association information.
- Treat business opportunities, which the director reasonably should know may be of interest to EFMA, as "EFMA opportunities", which must first be offered to EFMA before the Executive member can take advantage of it outside his or her role as a director.

The duties and responsibilities of the Executive as a governing body are as follows:

- Determine the organization's mission and purpose. It is the Executive's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
- Select the Executive Secretary. Executives must reach consensus on the Executive Secretary's responsibilities and undertake a careful search to find the most qualified individual for the position. This is the responsibility of the table officers.
- Provide proper financial management. The Executive must approve the annual budget and ensure that proper financial controls are in place.
- Ensure adequate resources. One of the Executive's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
- Ensure legal and ethical integrity and maintain accountability. The Executive is ultimately responsible for ensuring adherence to legal standards and ethical norms.
- Ensure effective organizational planning. Executives must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- Enhance the organization's public standing. The Executive should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community. The Executive should advocate programs which will achieve the purposes of the Association. The Board should foster and enhance relationships with their partners in education.
- Periodically and comprehensively evaluate its own performance.
- Determine, monitor, and strengthen the organization's programs and services. The Executive's responsibility is to determine which programs are consistent with the organization's mission and to monitor their effectiveness.

- Support the Executive Secretary and assess his or her performance. The Executive should ensure that the Executive Secretary has the moral and professional support he or she needs to further the goals of the organization.
- Other duties as called for in the Bylaws such as approve the EFMA Long Range Plan and an Operating Budget for each fiscal period; establish Restricted Funds and the standards and procedures relating to the investment and utilization of each; prescribe the manner in which any contract or similar undertaking is made; and establish any changes in the boundaries of Regions.

The duties and responsibilities of individual directors are as follows:

- Attend all Executive and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to Executive and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Inform others about the organization.
- Suggest possible nominees to the Executive who can make significant contributions to the work of the Executive and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict of interest and confidentiality policies.
- Bring to the attention of the President any activity being engaged in by EFMA or on its behalf that the director believes may be illegal. If the President fails to respond, the director shall bring the issue to the full Executive.
- Assist the Executive in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Responsibilities to the employer are as follows:

- Make your employer aware of your responsibilities as an Executive to insure support (i.e. time, phone, copying, and travel).
- Communicate to your employer the benefits both you and your employer will derive from your participation as an Executive.
- Keep your priorities and responsibilities to your employer and EFMA in the proper perspective.
- Utilize the knowledge and resources you gain to better meet the needs of your employer.

The rights of individual directors are as follows:

- Have reasonable access to staff management to obtain information to conduct Executive business.
- Have a right to inspect the Association's books and records.
- Be given ample advance notice of all Executive and committee meetings that the director is expected to attend.
- Have a right to vote against any matter put forth for the Executive at a meeting, and to have the minutes reflect that he or she dissented from the action approved by the Executive.
- Be given a copy of minutes of all meetings of the full Executive and any committee exercising Executive powers.

### 3.1.3 MEETINGS

The conduct of Executive meetings will be as prescribed in the Bylaws. The Executive shall meet at least two (2) times during each program year. Special meetings may be called by the President or by 20 percent of the Executive. A quorum shall be a simple majority of its members. Executive meetings are presided over by the President.

### 3.1.4 NOTICE OF MEETINGS

A formal notice of each Executive meeting is required and shall be electronically mailed to each member of the Executive at least 10 days before each meeting. Prior to the meeting, members of the Executive will receive an agenda and supporting background data concerning the business to be discussed at the meeting.

### 3.1.5 UNEMPLOYED EXECUTIVE MEMBER

In the event an executive member becomes unemployed during their term of office, they may apply to the executive for permission to continue in their appointment until the next annual general meeting. The unemployed executive member may also apply to the executive for financial support to fulfil their responsibilities to the association up to the next annual general meeting.



## 3.2 OPERATIONS COMMITTEE

### 3.2.1 FUNCTION

The function of the Operations Committee is to act for the association when timely decisions are required and the full Executive is not available to act. In addition, the Operations Committee may act in an advisory role to the President and assist in planning the affairs of the association especially with respect to implementing new programs emanating from various committees, zones or the Executive. Significant actions taken by the Operations Committee must be reviewed and confirmed by the Executive at the next subsequent meeting. The President shall decide whether conditional action should be considered immediately by the Executive via telephone, email, or fax or held over for the next session of the Executive.

The Operations Committee will have the following duties and responsibilities:

- Make operational decisions for the association as defined by the Executive, except that the Operations Committee may not expend funds of the association for items which have not been budgeted or approved by the Executive.
- Employ, direct, or dismiss as necessary, the Executive Secretary.
- Employ or authorize the employment of any other staff members which the association may need.
- Review and approve or reject for cause, any proxy submitted by a member of the Executive who is absent from an Executive meeting. If a proxy is rejected, the Operations Committee will present to the Executive and the person submitting the proxy the cause for which the proxy is rejected. Explanation to the Executive will be made at the Executive meeting for which the proxy is to be effective. Explanation to the person submitting the proxy will be made in writing within three days after the Executive meeting for which the proxy was rejected.
- Employ, direct, or dismiss as necessary, the Executive Director.
- Any other specific tasks assigned by the Executive.

### 3.2.2 COMPOSITION

The Operations Committee shall consist of the President, past President, the Vice President, and Secretary Treasurer (the "officers"), and shall meet at the call of the President.

### 3.2.3 MINUTES

Actions of the Operations Committee will be recorded in detail and forwarded to the Executive.

### **3.3 EXECUTIVE MEETINGS**

#### **3.3.1 SESSIONS OF THE EXECUTIVE**

The President may convene a meeting of the Executive to discuss matters appropriate for consideration by Executive members only. Any action item voted upon, or decisions reached at an executive session shall be made part of the minutes of the meeting and available to any member.

#### **3.3.2 MINUTES OF THE EXECUTIVE AND OPERATIONS COMMITTEE MEETINGS**

After approval by the Executive, the minutes of an Executive or Operations Committee meeting, a summary of actions shall be made available to anyone requesting it. This summary will be made available in a publication of the association, or be posted on the web.

### **3.4 NOMINATIONS AND ELECTIONS**

#### **3.4.1 NOMINATING COMMITTEE**

Elections shall be conducted by the nominating committee, comprised of the President, Vice President and two Past Presidents. This Committee will recommend a slate of candidates for the next year to the Executive in June. The outgoing Past President serves as chair of the committee.

In the event that the President and/or any Executive member are running for office, the ballots shall be counted by the remaining members of the committee and the President and/or an Executive appointed designee/s.

Requests for nominees shall be sent to all Active members in good standing at least ninety (90) days prior to the election in the form of an email listing positions open, length of positions and a description of the position.

A slate of nominees shall be presented at the Annual General Meeting (AGM). Elected officers and/or members-at-large will assume office at the beginning of the year. Their installation will be at the AGM each year.

The nominees will be presented to the general membership during the AGM. All nominees are requested to wear "business casual" attire during the presentation.

#### 3.4.2. NOMINATION PROCEDURES

- All candidates must meet requirements specified in this Manual.
- Candidates are requested to dress business casual for the elections.
- The nominating committee shall make every effort to ensure competitive slates for all elected positions.
- The nominating committee shall provide a slate of suitable candidates to the Executive no later than March 15.. If required, a secret ballot will be conducted.
- Provision for nomination from the floor.
- Candidates will be advised that if elected they must attend the New Executive Member orientation immediately following the Annual General Meeting.

#### 3.4.3 ELECTION OF EXECUTIVE

- A member is eligible to vote in an election if, he/she is in good standing.
- The election of the President and the at-large members of the Executive of the association shall be conducted by secret ballot by all voting members during the Annual General Meeting.
- The association membership shall be informed of election results through the mailing of the AGM minutes.
- All nominees will be listed on the slate (even when unopposed).
- Candidates will also have the opportunity for a verbal statement.
- The individuals elected to the Executive shall commence their term of office once sworn in.

#### 3.4.4 PROCEDURE IN EVENT OF VACANCIES ON THE EXECUTIVE

The Executive shall declare the position of director vacant upon any of the following:

- The death or resignation of an incumbent;
- An incumbent ceases to be an active member of the Association.
- An incumbent ceases to discharge the duties of the office for four (4) consecutive months, unless prevented by sickness or other unavoidable cause;
- When an incumbent ceases to discharge the duties of office for six (6) consecutive months for any reason
- An incumbent fails to meet the requirements of an active member of EFMA or fails to meeting the expectations of the office;

- An incumbent is removed from office by judgment or decree of any competent court

*Voluntary Resignation:* An Executive member resigning a position should present such resignation in writing to the Executive at the earliest opportunity. A verbal resignation will be considered official unless a written statement to the contrary is made within three business days. A resignation becomes effective when officially accepted by the Executive at the earliest opportunity. The Executive will announce the resignation and declare the vacancy at that meeting.

*Appointments to Vacant Executive Positions:* Vacancies shall be filled by appointment of the Executive and the Executive shall determine the procedures to be used in making the appointments.

*Terms of Appointed Members:* The person appointed as a director shall serve to June of the year when regular elections are held. At that election, a successor shall be elected to serve either the remainder of the unexpired term or a full term, whichever is appropriate. Upon appointment, the new Executive member shall be sworn in and seated immediately.

#### 3.4.5 CANDIDATE CRITERIA

EFMA recommends the following criteria for all individuals who would be considered candidates for Executive positions. For an individual to be considered, the following guidelines will be considered:

- Must be employed in B.C.
- Have been engaged in the practice of facility operations for at least five (5) years
- Have been in responsible charge of plant maintenance work for at least two (2) years;
- Have been a EFMA member for at least two (2) years prior to the date of appointment.

In addition to these requirements, EFMA believes it is important to consider other aspects regarding an individual's demonstrated commitment to key issues related to the facility operations practice. The EFMA evaluation of potential candidates for Executive nominations will also consider the following important elements of the individual's involvement in the profession:

- The individual's professional involvement in the facility operations community, including positions and offices held in EFMA;
- Possible time constraints on the individual due to their involvement with civic, church, and other organizations and other commitments of a personal or family nature;
- An individual's personal and professional views of key facility operations issues such as (but not limited to) continuing professional development, minimum standards, Executive structure and operations, and professional ethics;

- An individual's personal and professional goals for facility operations and for the Executive;
- An individual's demonstrated sustained interest, involvement and dedication to the profession of facility operations.

#### 3.4.6 ORIENTATION FOR NEW EXECUTIVE MEMBERS

All new Executive members must attend the new Executive members orientation which will take place immediately following the Annual General Meeting. The Past President or designate will welcome the new executives, review the association's conflict of interest policy and Code of Ethics, and distribute the Standards and Practices Manual, the Constitution and the Bylaws. New executives must attend this meeting and should be advised of this at the time they agree they are nominated.

### 3.5 ZONES

The heart of EFMA lies in local zones where members have the opportunity for informal but direct contact with their peers. Informal discussions and exchanges of ideas for the solution of common problems are major membership benefits that can be obtained in no other way. Zones are the components of EFMA that represent and manage the affairs of the local member organizations. Each zone will have at least one chair and an alternate.

The purposes of the zones are to:

- Provide service to the individual EFMA member on a local basis.
- Ensure equal access of services to all association members.
- Evaluate policies and make recommendations to the Executive.
- Provide coordination with the other zones and Executive throughout the year.

#### 3.5.1 ZONE STRUCTURE

The Executive shall approve all new zones and their operations. The Executive reserves the right, at any time, to withdraw its original authorization for a zone to operate under the name of EFMA when, in its opinion, the zone ceases to meet the objectives of the association. In the event of dissolution, the tangible assets of the proposed incorporated zone shall, after payment of all just debts, become the property of EFMA.

EFMA consists of six zones. These zones are as follows:

<p><b>Zone I (Kootenays)</b></p> <p>10 Arrow Lakes            51 Boundary            8 Kootenay Lake            20 Kootenay - Columbia            6 Rocky Mountain            5 South East Kootenay            College of the Rockies            Selkirk College</p>	<p><b>Zone II (Okanagan)</b></p> <p>23 Central Okanagan            78 Fraser - Cascade            73 Kamloops-Thompson            74 Gold Trail            58 Nicola - Similkameen            83 North Okanagan - Shuswap            53 Okanagan - Similkameen            67 Okanagan - Skaha            19 Revelstoke            22 Vernon</p>
<p><b>Zone III (North Coast)</b></p> <p>54 Bulkley Valley            49 Central Coast            82 Coast Mountains            92 Nisga'a            52 Prince Rupert            50 Haida Gwaii</p>	<p><b>Zone IV (Mainland/Fraser Valley)</b></p> <p>34 Abbotsford            41 Burnaby            33 Chilliwack            43 Coquitlam            37 Delta            48 Howe Sound            35 Langley            42 Maple Ridge/Pitt Meadows            35 Mission            40 New Westminster            44 North Vancouver            38 Richmond            46 Sunshine Coast            36 Surrey            39 Vancouver            45 West Vancouver</p>
<p><b>Zone V (South Coast)</b></p> <p>70 Alberni            72 Campbell River            71 Comox Valley            79 Cowichan Valley            61 Greater Victoria            64 Gulf Islands            68 Nanaimo - Ladysmith            47 Powell River            69 Qualicum            63 Saanich/Sooke            85 Vancouver Island North            84 Vancouver Island West</p>	<p><b>Zone VI (North Central)</b></p> <p>84 Cariboo - Chilcotin            81 Fort Nelson            91 Nechako Lakes            60 Peace River North            59 Peace River South            57 Prince George            28 Quesnel            87 Stikine</p>

### 3.5.2 ZONE ROLES AND RESPONSIBILITIES

Extensive educational programs are carried on by local zones through regular meetings at least two (2) times per year, (usually featuring a talk by an industry expert, audio-visual presentations, etc.) It is the responsibility of each zone to arrange the type of meeting most helpful to the career interest of the members.

Each zone elects its own chair and alternate at the AGM.

#### Responsibilities of the zone:

- Participate in committees
- Determine its own amount of local dues
- Arrange its own meetings
- Develop its own plan and budget
- Follow Standards and Procedures as outlined.
- Provide feedback to the executive.

#### Zone Chair Responsibilities

- Preside at all meetings.
- Formulate programs and activities for the zone year in consultation with other members.
- Provide executive with summary notes following each zone meeting.
- Submit zone report to members at annual general meeting
- Attend regular meetings, arriving early to ensure everything is in readiness for the meeting.
- Be available to the entire membership by displaying enthusiasm and support for zone activities. Acknowledge each speaker's appearance with a letter of thanks on behalf of the zone.
- Communicate on a regular basis with the association, zone members and the Executive.

#### Responsibilities to EFMA:

- Attend all zone meetings and provide zone reports.
- Inform EFMA of the activities and concerns of your zone.
- Participate in the development of ideas to help EFMA serve the membership.
- Serve as a committee chair or active committee member.

Responsibilities to employer:

- Make your employer aware of your responsibilities as zone chair to ensure support (i.e. time, phone, copying, and travel).
- Communicate to your employer the benefits both you and your employer will derive from your participation as zone chair.
- Keep your priorities and responsibilities to your employer and EFMA in the proper perspective.
- Utilize the knowledge and resources you gain to better meet the needs of your employer.

Executive Director duties:

- Maintain regular contact with EFMA Zone Chairs to bring information back to Executive on Zone activities, collect meeting minutes and encourage regular Zone meetings to take place.

3.5.3 FINANCIAL MANAGEMENT

Each zone will be re-imbursed for up to \$400 in expense items per year to help host meetings and offset the cost of educational sessions. Receipts are required and must be submitted by December 31 of the year the expense was incurred.



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## 4.0 COMMITTEES AND APPOINTMENTS

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### 4.1 GENERAL INFORMATION

Committees contribute greatly to the success of a professional society by distilling diverse interests and philosophies into a collective wisdom. Committees offer guidance to today's leaders and a training ground for future leaders. Committees are vital to the function of the association, to educate, set standards, improve status, and the many other worthwhile efforts undertaken by EFMA. Unauthorized acts or statements made by well-meaning committee members can result in legal difficulties for the entire association. An association is legally responsible for actions taken by its executive members.

All standing and special committees and task forces must represent their position and tasks accurately. No committee or person may take action which may be construed as representing EFMA opinion or policy unless and until approval of the opinion or policy has been given by the Executive.

No member of any committee may make any commitment on behalf of EFMA without prior written authorization by the Executive

**Unless otherwise designated, the spokesperson for EFMA is the president.**

Committees will be accountable to the Executive in all their actions and will keep officers informed of all committee activities.. All proposed actions, recommendations, or requests from any committee must be by written report. Any such report that involves expenditure of non-budgeted funds, new policy for EFMA, or any activity or action not previously mandated or approved by the Executive must be submitted for review to the Executive. The Executive must receive personal copies of the report at least ten days prior to the meeting at which approval of the report is requested.

A committee may not take any action which implements new policy or changes existing policy. Changes in policy are the purview of the Executive.

The President serves as an ex-officio co-chair, with vote, of each committee and receives copies of all correspondence and is invited to attend all committee meetings.

Each committee is to hold a meeting during or within 120 days after the annual conference.

Copies of all official correspondence will be mailed to the Executive Secretary and become a part of EFMA records. This does not include inter-committee memos and unofficial communication, but does include committee to committee memos

It is the responsibility of the committee chair to inform all committee members of all meetings. Advance notice of at least 10 days will be given prior to any regular committee meeting.

A committee chair, if appointed without committee members, may recruit additional members for the committee as deemed necessary by the chair. Potential committee members will become committee members once approved by the Executive. The executive is responsible to ensure that the committee members support the strategic plans and goals of the committee they have been assigned to and the association as a whole.

The chair will inform the President of any changes in the committee membership or any proposed changes in committee membership, including suggestions for appointment of new members.

It is the responsibility of the committee chair or the executive when they are recruiting to fully outline the objectives of the committee, the time commitments required and the expected duration of the commitment.

The committee chair will ensure that committee members are informed of and understand the parameters for the committee as defined.

Committee chairs and committee members will serve until such time as the objectives of the committee are met or as determined by the executive.

#### 4.1.1 CATEGORIES OF ESTABLISHED COMMITTEES

Standing Committees are created by Executive resolution, and will be reviewed annually.

Service committees serve the total membership and have their functions and, in some instances, their composition is defined in the standards and practices manual. They can be added, deleted, changed or given special assignments by the President with the approval of the Executive.

#### 4.1.2 REPORTING BY COMMITTEES

A written report will be submitted to the Executive Secretary for distribution not later than 20 days before each regular Executive meeting regardless of activity or lack thereof.

All committees shall submit an annual report to the Executive. The reports shall state the accomplishments of the committee during the past year, the program for the coming year and define budgetary support, if any, for that program. These reports, or a summary thereof, shall be made available to all members through association publications or on the website.

All standing committee chairs will submit articles each year to the association newsletter for publication to update members on the progress of the committee.

Each committee should submit a written report at the Annual General Meeting summarizing its year's activities.

## **4.2 FINANCE COMMITTEE**

### **4.2.1 COMPOSITION**

The committee consists of the Operations Committee. Voting members of the finance committee include the three or more Executive members and the Secretary Treasurer.

### **4.2.2 FUNCTIONS**

The finance committee is responsible for

- Developing and reviewing fiscal procedures
- Overseeing the annual audit, including engaging the auditors, and reporting the audit back to the Executive
- Reviewing and explaining the annual budget to the full Executive
- Monitor the investment program and advising of appropriate courses of action and
- Oversight of all financial aspects of the association.
- Adhering to bylaws as stated in Clause V1 – Finance in the EFMA Constitution

The committee shall meet a minimum of three times each year, and as required at other times to evaluate the financial status of the organization, report to the Executive and make appropriate recommendations to the Executive.

The Committee shall prepare the annual budget and will have supervision of the financial affairs of EFMA. Staff shall provide the monthly financial reports, financial forecasts and any other information as requested by the finance committee.

Financial reports will be distributed to executive members at each executive meeting.

## **4.3 BYLAWS COMMITTEE**

### **4.3.1 COMPOSITION**

In the event of proposed bylaws revisions, the President shall appoint, with Executive approval, an ad hoc committee of not less than three (3) past presidents. Three of the five members shall be the three most recent past Presidents of the association. The President shall designate the chair of the committee.

#### 4.3.2 FUNCTIONS

This ad hoc committee shall:

- Review the bylaws for technical correctness.
- Review the language of all proposed amendments for technical correctness, and draft language for changes in other sections of the bylaws that are affected by the proposed amendment, to effect the proposed amendments.
- Act as the interpreter of the by-laws whenever interpretation is required.
- Responsible for informing the Executive when any action or contemplated action of the Executive appears to be in conflict with the by-laws

#### 4.3.3 CHANGES TO THE BYLAWS

Amendments to the bylaws may be proposed either (i) by a majority of directors at any meeting of the Executive, or (ii) recommended amendments may be submitted to the Executive in writing, signed by the majority of members in a zone. Upon approval of the majority of Executive members, the recommended amendments shall be deemed to be proposed amendments.

The Bylaws may be amended only by special resolution as defined by the Societies Act.

### **4.4 HONORS AND AWARDS COMMITTEE**

#### 4.4.1 COMPOSITION

This is a committee consisting of three long term or life members with at least one past president. The senior member in terms of committee service is automatically the new committee chair each year. The President may appoint another past President to fill any uncompleted terms.

#### 4.4.2 FUNCTIONS

- Build and maintain categories and types of awards to be considered and approved by the Executive.
- Issue a call for nominees each year for all awards.
- Screen all nominations at least 90 days prior to the annual conference & exhibition and certify to the Executive the names of candidates the committee recommends to receive awards.

## **4.5 MARKETING COMMITTEE**

### **4.5.1 COMPOSITION**

The committee is comprised of three (3) or more association members with at least one executive member.

### **4.5.2 FUNCTION**

The marketing committee develops promotional material and presentations to attract new members to the association.

As approved by the executive, gives presentations to organizations for the purpose of attracting new members to the association.

Promotes membership benefits to existing members including education programs, the certification process and the annual conference and trade show.

## **4.6 CONFERENCE PLANNING COMMITTEE**

### **4.6.1 COMPOSITION**

The committee is comprised of three (3) executive members. The committee chair and committee members are to be appointed by the President.

The chair may form other subcommittees as is deemed necessary and appropriate to ensure the success of this event.

### **4.6.2 FUNCTION**

The conference planning committee will arrange and direct the annual conference. The committee will work closely and coordinate efforts with the Education Committee and any partner associations.

This planning function includes:

- Developing the program schedule
- Developing the program content
- Selecting and securing speakers
- In conjunction with the Operations Committee, establishing a conference budget and setting prices

- Developing conference registration and promotional materials in conjunction with the Marketing Committee
- Soliciting and securing conference exhibitors
- In conjunction with the President, writing two brief newsletter articles to promote participation in the Annual Conference.

#### **4.7 EDUCATION COMMITTEE**

##### **4.7.1 COMPOSITION**

The Committee consists of three (3) or more members with at least one executive member. The Chair may initiate subcommittees as deemed necessary to achieve the Committee's objectives.

##### **4.7.2 FUNCTIONS**

- Foster programs in education, training and professional development.
- Develop adequate professional resources.
- Improve the knowledge of members and the general public.
- Provide information to the general public, legislators, and administrators.
- Approve workshop topics, in consultation with the Executive and zone chairs, as appropriate

#### **4.8 CERTIFICATION COMMITTEE**

##### **4.8.1 COMPOSITION**

The Committee consists of three (3) or more members with at least one executive member. The Chair may initiate subcommittees as deemed necessary to achieve the Committee's objectives.

##### **4.8.2 FUNCTIONS**

- Manage and monitor the Certification Process to ensure compliance with standards and procedures
- Coordinate the process of the certification of candidates, including receiving and reviewing all applicant documents'
- Coordinate certification examinations;

- Coordinate renewal notification letters and information.
- Ensure that all documentation relative to the certification process is accomplished and on file.
- Coordinate and hear certification appeals.
- Publicize and promote the certification process within EFMA and other agencies.

#### **4.9 BURSARY COMMITTEE**

##### 4.9.1 COMPOSITION

The committee consists of 2 members appointed by the executive.

##### 4.9.2 FUNCTIONS

- Distribute bursary information and applications
- Receive and review applications
- Select recipients utilizing the established criteria
- Provide a written report with the list of recipients to the Executive
- Report names of recipients to membership at Annual General Meeting

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## 5.0 ASSOCIATION AWARDS

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### 5.1 PRESIDENT'S AWARD FOR OUTSTANDING SERVICE

Established by resolution of the Executive, this award recognizes an individual who has provided outstanding service to EFMA by serving in leadership positions at both EFMA and zone levels and who has contributed to the achievement of the mission and objectives of the association. To be eligible for the award, an individual must have been a member of the association for at least 15 years and made a sincere, constant, and unselfish effort over that period of time, and in a manner best suited to his/her own resources, for the betterment of the association. The recipient of this award is selected by the Executive.

Selection will be based on the following criteria:

- Member of the EFMA for 15 years or more
- Provided leadership for the EFMA at the zone level
- Provided leadership for the EFMA by serving on the EFMA Executive
- Specific achievements beyond required executive duties, attributable to candidate's leadership
- General contributions to the state of the EFMA
- Level of significance of improvements implemented and/or problems solved
- Relative impact/benefit to the membership and
- Letters of recommendation documenting sincere, constant, and unselfish effort on behalf of EFMA.

### 5.2 BURSARIES

EFMA awards bursaries to secondary students completing their grade 12 year who will enter a recognized post secondary educational institution in the year immediately following graduation and who are dependents of school district employees who maintain facilities in the school plant area (i.e. Maintenance or Custodial.) Bursaries will be awarded on the basis of a set of criteria to include academic achievement, community service/involvement, financial status and/or special needs.

Preference will be given to students entering the fields of trades, facility management, facility maintenance, engineering, architecture, or building technology. Should there not be suitable applications received in these fields, students in other courses of study will be considered.

The value and number of bursaries will be determined by the Executive based on finances, and in consultation with the Honors and Awards Committee, which is tasked with the management and implementation of these awards.



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## 6.0 MEMBERSHIP

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### 6.1 GENERAL INFORMATION

#### 6.1.1 APPROVAL OF MEMBERSHIP APPLICATIONS

The responsibility of accepting or rejecting applications for membership is designated to the Executive and is subject to the applicant meeting requirements as set out by EFMA bylaws.

#### 6.1.2 PARTICIPATION RESTRICTED TO MEMBERS

Participation on the Executive and EFMA committees is restricted to members of the association in good standing.

#### 6.1.3 MEMBER CONTACT INFORMATION

Business contact information for our members including addresses, and email addresses will be published on the web site and in the Who's Who directory, excluding people who have denied permission to include them.

### 6.2 MEMBERSHIP CLASSES AND DUES

#### 6.2.1 MEMBERSHIP CLASSES

There shall be four classifications of membership in the Society;

- (a) Active Members - voting
- (b) Associate Members - non-voting
- (c) Life Members - non-voting
- (d) Honorary Members - non-voting

#### Active Members

Any person employed by a School District, a University, a Regional College, a Parochial School, or a Private School within British Columbia who, is directly responsible for the Management or operation of one or more Departments of Division within Facilities, may become an Active Member.

Only Active Members of the Association shall be entitled to vote.

### Associate Members

Associate Membership may be granted to any of the following:

- (i) Members of allied Associations within the Educational or Facilities Management field.
- (ii) Appropriately qualified member of the staffs of public, parochial, private and other unattached school systems outside British Columbia.
- (iii) Corporate representatives and other Association supporters.

### Life Members

Life Membership may be conferred upon any Active Member of the Association who is no longer directly or indirectly responsible for the management or operation of any Department or Division within any British Columbia Education Facility School District, University or College.

### Honorary Members

Honorary Membership may be conferred upon any person who has rendered or is rendering outstanding service to the Association. Honorary Membership shall be conferred by majority approval at the Annual General Meeting of the Association.

Each Application for any membership category requiring majority approval by the Executive.

#### 6.2.2 ANNUAL DUES STRUCTURE

EFMA's annual dues are \$80.00 per year as stated in the bylaws. Any increases can be implemented by constitutional amendment.

#### 6.2.3 ANNIVERSARY BILLING DATES FOR MEMBERS

An anniversary billing date for membership dues shall be initiated as of the beginning of the fiscal year (January 1).

#### 6.2.4 UNEMPLOYED MEMBERS

Active member who lose their positions will retain their membership for the duration of the year. If they are unable to pay the membership fee at the time of renewal, they will be removed from the membership roster.

#### 6.2.6 WITHDRAWAL, SUSPENSION AND EXPULSION OF MEMBERS

Any member may withdraw from membership by giving written notice to that effect to the Executive, accompanied by the payment of any and all outstanding dues and fees to the date of resignation. No part of dues paid by the member who withdraws is refundable. A member may be suspended or expelled from the Association by a two-thirds vote of the Executive for violation of the bylaws and for non-conformance to current standards of business ethics and practice. However, such member shall be given the opportunity to be heard by the Executive. A suspended member may be reinstated by a two-thirds vote of members present at a meeting of the Executive.

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## 7.0 OTHER ORGANIZATIONS

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### 7.1 ENDORSEMENT BY THE ASSOCIATION

If a need is demonstrated for information found in publications, films or educational material produced by other organizations, this material may be used by the association. This material may be evaluated for acceptance using the associations standard review process. Recommended changes resulting from the review process will be transmitted to the producing organization.

Educational materials may be produced in a cooperative effort with other organizations.

All materials produced by other organizations and distributed by the association, without completing the review process, will include the flowing statement: "the sale, distribution or marketing of material produced by others does not constitute an endorsement by the EDUCATIONAL FACILITY MANAGERS Association of British Columbia."

### 7.2 JOINT MEETING SPONSORSHIP

In order to enhance educational and forum opportunities for members, the Executive actively encourages and supports joint sponsorship of meetings with other professional societies, private not-for-profit institutions, and government control agencies. Each meeting or group of meetings should be evaluated by the Executive and a specific determination recommended for Executive action.

The meeting should not conflict in time or subject matter such that it would detract from a scheduled activity of the association, including EFMA and zone meetings. Joint sponsorship can involve an entire meeting or only a portion of a meeting

The Association will:

- Be represented on the meeting program committee and participate in the planning of the program.
- Participate in the selection of speakers and meal functions events
- Participate in the planning of the program for such events if possible.
- Participate in determining the best possible use of any information resulting in publications.
- Liaison with the cosponsoring organization(s).
- Ensure that EFMA is prominently listed on all published programs and in all announcements.

### **7.3 COSPONSORSHIPS**

A co-sponsorship request may be generated either from within the association or from another professional organization. The request is to be forwarded to the Executive.

The Executive determines:

- Whether the meeting is timely.
- Whether the meeting conflicts time-wise with other association business or events.
- Whether the meeting conflicts subject-wise with other association business or events.
- The extent of technical input.
- The degree of program involvement and control.
- Whether the request is based on technical rather than political issues.

The Executive decides whether the extent of the association's participation is adequate and grants or withholds co-sponsorship approval accordingly.

### **7.4 PARTNERING INITIATIVES POLICY**

The association will encourage partnerships with other organizations that complement overall EFMA vision, mission statement and code of ethics. Professional development activities that are mutually beneficial to partners are encouraged at both the EFMA and zone levels. These partnerships shall be coordinated by a liaison that is a EFMA member and a member of the partnering organization or part of an organizational membership. The liaison will work with the approval of and/or under the direction of Executive as appropriate for the specific situation.

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## 8.0 ASSOCIATION ADMINISTRATION

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### 8.1 OPERATING GUIDELINES

#### 8.1.1 STANDARDS AND PRACTICES MANUAL OF THE EXECUTIVE

The standards and practices manual shall document all standards and practices approved by the Executive.

The standards and practices manual will be developed over time, and will follow the guidelines as set out below. In the absence of policy, the Executive will operate within the bounds of the Constitution, bylaws and EFMA Standards and Practices.

The Executive is responsible for keeping the standards and practices manual up-to-date and ensuring that all Executive members receive a copy of the latest revision.

It is the responsibility of the President to review the document to determine:

- areas where additional standards and practices are needed.
- The need to amend or delete standards and practices that are obsolete.

In order to ensure the continued development and improvement of this document, and thus the continuity of Executive actions, wherever appropriate, motions adopted by the Executive should be in the form of standards and practices statements. Executive minutes shall indicate those Executive actions that will be included in the standards and practices manual. The manual is to be distributed, or be accessible on the web site, to all the zones, as well as standing and service committee chairs.

#### 8.1.2 OPERATING GUIDELINES FOR EFMA ZONES

The chairs of the zones shall, upon their election or appointment, receive a copy of the Constitution, Bylaws and Standards and Practices Manual.

Any changes to the guidelines will be mailed to all other Executive members as these become available.

## **8.2 PERSONNEL**

### **8.2.1 EXECUTIVE SECRETARY**

The Executive Secretary is responsible to the Operating Committee for the programs being carried out by the association. The Executive Secretary shall have an annual job performance review conducted by the President, with the assistance of the Operating Committee.

## **8.3 TRAVEL**

All Executive members may request reimbursement from the association through the Executive Secretary. The Secretary Treasurer is authorized to approve such reimbursement in accordance with limitations on expenses in excess of approved budget.

When such meeting is held in conjunction with the annual conference, reimbursements shall only cover those expenses directly related to the business of the association.

Travel expense reimbursement shall, in accordance with prudent judgment and budget constraints at the time, be made for any expenses incurred in fulfilling Executive member's or staff's duties and accomplishing the directives of the Executive.

Expenditures are allowable to scales determined by the executive.

### **8.3.1 EXPENSES OF SIGNIFICANT OTHERS**

The association will cover travel expenses and accommodation of significant others who travel with their spouses to attend executive meetings. Where significant others are acting in an official capacity, fees for attendance at the Annual Conference & Trade Show will be waived. Reimbursement for expenses of significant others must receive the prior approval of the Executive.

## **8.4 FINANCE AND BUDGETING**

### **8.4.1 SCHEDULE FOR HANDLING EXPENSES IN EXCESS OF THE APPROVED BUDGET**

Any expenses in excess of the approved budget for each of the major business line categories shall be subject to the following:

If the excess is equal to or more than \$10,000 or 15% of that budget category, whichever is greater, it shall be subject to review by the finance committee and approval of the Executive prior to initiating.

#### 8.4.2 ACCOUNTING PROCEDURES

The association shall use the accrual basis of accounting. Accounting practices that result in no net change to revenue sharing will be used.

#### 8.4.3 OPERATING RESERVE FUND

The association shall maintain an operating reserve.

The operating reserve is needed to provide:

- Working capital.
- Funds for expansion of association programs, which over the long term, should generate revenues in excess of costs and consequently provide funds to underwrite further new programs.
- Funds for replacement of capital assets.
- Provide financial stability and time to adjust the operating program in the even of an unforeseen decline of income or increase in expenses.

Unless otherwise approved by the Executive, the association shall endeavour to maintain an operating reserve equal to no less than \$20,000 and no more than \$180,000 or as referenced by CCRA.

Subject to budgetary requirements, investment income shall be added to the reserve but subject to the maximum level stated above.

### 8.5 CONFLICT OF INTEREST POLICY

It is the duty of every member to adhere to a code of ethics, as may be adopted by the Executive. Such code shall include the code of ethics set forth below. The code of ethics shall be published periodically by the association and shall be provided to new members.

Members and staff of EFMA or one of its member units must conduct their affairs in such a manner as to avoid any reasonable conflict of interest with their duties and responsibilities as members or employees of EFMA or such member unit.

A conflict of interest can arise in those situations where a member or employee, or a close relative, can personally profit from a transaction involving the association, one of its member units, or a third party.



Members and staff of EFMA may not accept any gifts or services in excess of \$50, such as free travel, food or lodging unless such acceptance is approved in advance by the Executive.

A conflict can also occur if the member or the employee places or influences association business with himself/herself, a privately held enterprise in which the member or employee or a close relative of his/her family has a financial interest or a publicly held enterprise in which the member or employee, or a close relative, has a major financial interest.

Any potential conflict of interest of a member in a leadership role at the EFMA or zone level or an employee must be promptly first disclosed by them or a third party to the secretary of the Executive (or the President in the case of the secretary) and made a matter of record. Any member or employee with a duality of interest shall not vote or use personal influence on any EFMA matter and shall not be counted in determining the quorum for the meeting. Meeting minutes shall reflect that a disclosure was made and the member abstained from voting.

#### 8.5.1 USER CONFIRMATION

This policy will be reviewed with each executive at the first meeting of the Executive. The minutes of this meeting will reflect that this was done.

### 8.6 CODE OF ETHICS

In the pursuit of their profession, environmental professionals must use their skills and knowledge to enhance human health and welfare and environmental quality for all. Environmental professionals must conduct themselves in an honorable and ethical manner so as to merit confidence and respect, as well as to maintain the dignity of the profession. This code is to guide the environmental professional in the balanced discharge of his or her responsibilities to society, employers, clients, coworkers, subordinates, professional colleagues, and themselves.

Members of EFMA will:

- Demonstrate the highest level of personal integrity in their interactions with colleagues, students, staff and the general public.
- Show respect and courtesy to colleagues and will not knowingly or willingly undermine the integrity of the individual or the association.
- At all times conform to the highest uncompromising standards of trustworthiness and character.
- Conduct themselves in a professional and responsible manner that brings honor and credit to the association and to the profession.

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## APPENDIX A: POSITION DESCRIPTIONS

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Each of the executive officers will be responsible for the activities and reporting of certain specific committees. At the beginning of each term, the President, determines and assigns the portfolio of each executive member based on the member's interest and expertise. Thirty days prior to each Executive meeting, the officer will contact the chair of each committee for which that officer is responsible, and determine if the committee has relevant material to report. The officer will remind each chair to submit a report in writing to the Executive prior to the Executive meeting. In the event that the committee chair has a report and will not be attending the meeting, the officer will be responsible for presenting the report at the Executive meeting.

The association will be comprised of the executive and service and standing committees, as set out in the by-laws. In addition, the President may appoint other committees as needed.

### PRESIDENT

Duties and responsibilities of the President are defined in the by-laws of the association and amplified in this document. The President will have such duties, responsibilities, and privileges as are set out in the by-laws.

The President shall be the principal elective officer, chairman of the Executive, and chairman of the Operations Committee of EFMA. He/she shall perform such duties as are ordinarily incident to the office of President or as may be prescribed by the Executive. The President shall be responsible for the operation of EFMA and he/she shall provide the Executive Secretary with a copy of all official correspondence he may conduct on behalf of EFMA.

#### Additional duties of the President

The President will have the following duties in addition to those set forth in the bylaws:

- Upon being installed in the office at the annual general meeting, the President will appoint a chair for each of the standing committees. The President may appoint such additional committees as needed. Additional committees may be appointed at the annual meeting or at any time during the year.
- When a special committee is appointed, the President will give the committee chair a written charge for the committee. The charge will specify what the committee is to do, provide a reasonable time for the work, and a target date for the work to be finished and

a report made to the Executive. The President will assign the committee to one of the officers for administration.

- Make any other appointments needed during the year.
- Represent EFMA at meetings of other industry societies and associations to which invitations are received. The President will endeavour to appoint one member to attend those meetings if unable to attend. Another officer would be the preferable candidate assigned to attend if the President is unable to do so.
- The President will be a member of the Operations Committee, composed of the President, Vice President, Past President, and Secretary Treasurer.
- Within the first thirty (30) days after assuming the office, the President will distribute a list of the planned Executive meetings to the members of the Executive. This list should be complete with date, time, and place. At the option of the President, the schedule may include other meetings. The President will ensure that all meeting notices comply with the Standards and Practices Manual. Within sixty days after assuming the office, the President will prepare and distribute to the Executive, a list of all committee chairs. The list will include committee, name, address, telephone and fax number, and email address.
- With the Vice President, plan a program for all key guests at the annual conference, select an appropriate gift for official guests and deliver it to them during their visit. Ensure that each invited guest has a host for the meeting.
- Prepare President's report for each issue of the association newsletter.
- Develop an agenda for each meeting of the Executive or the general membership.
- Preside over all official functions of the EFMA. In the event that the President is unable to serve, the Executive will designate another officer to serve.
- Work with the Operations Committee to follow motions from minutes to determine compliance with Executive actions. This Committee will communicate (by phone or otherwise) within thirty (30) days following an Executive meeting to review Executive actions and the steps necessary to monitor compliance with these actions.
- Select recipients and present all awards if the President chooses to do so.
- Be responsible for the activities of the committees designated in the President's portfolio.
- Work with the Executive Secretary, as outlined in the engagement contract.
- Be responsible for resolving issues brought forth by the staff and members of EFMA.

### **VICE PRESIDENT**

The Vice President shall be responsible for monitoring those affairs internal and external in nature to the operation of EFMA. He shall be responsible for supervising those standing and special committees designated by the Executive.

Additional duties of the Vice President:

- The Vice President will be responsible for monitoring the functions and ensure performance of the committees designated at the beginning of the term. .
- As member of the Operations Committee, will attend at least one regular meeting of one EFMA zone other that the officer's zone during the year.
- Secure committee reports from the appropriate committees before each Executive meeting.
- Plan with the President a program for guests at the conference.

The Vice President also acts as the official host for invited guests or enlists a capable host from among the members. It will be part of the duties of the host to be sure that guests are entertained, that they have someone with whom to be seated at meals and that they are informed of meeting locations.

### **IMMEDIATE PAST PRESIDENT**

The Past President will provide advice and counsel and lend the advantage of past experience to the successful achievement of all association objectives. Additional duties of the Immediate Past President are as follows:

- Be responsible for the activities of the committees as assigned.
- Conduct orientation for new members.

## SECRETARY TREASURER

The Secretary Treasurer with the assistance of the Executive Secretary shall be the custodian of the records of EFMA. The secretary shall keep a record of the proceedings at each meeting of the general membership, Operations Committee and Executive. He shall report the minutes of any meeting to all members of the Executive within thirty (30) days of adjournment of the meeting. He shall keep a complete file of all activities of EFMA including correspondence and turn same over to his successor upon completion of his term of office. He shall keep an accurate copy of the original by-laws, with every amendment made thereto, in order. He shall keep an accurate record of all rules and regulations as may be adopted by the Executive. He shall be responsible for maintaining the membership roster.

Additional duties of the Secretary Treasurer:

- Distribute to the Executive minutes of all Executive meetings within thirty (30) days following the Executive meeting.
- Serve as part of the Operations Committee to follow motions from minutes to determine compliance with Executive actions. This team will communicate (by phone or otherwise) within thirty (30) days following an Executive meeting to review Executive actions and the steps necessary to monitor compliance with these actions.
- Maintain all meeting records and/or minutes: general membership, executive and Executive meetings.
- Maintain complete files of all activities.
- Maintain a complete Constitution and by-laws manual. This file will consist of the original by-laws and all subsequent duly adopted revisions or amendments. Have a copy of the current by-laws with revisions at each meeting, be familiar with the content and be able to provide an opinion on any question regarding the constitution or by-laws. To be reviewed every two years.
- Maintain a complete record book of all EFMA policies, Standards and Procedures.
- Keep all corporate records of the Association (EFMA)
- Keep and maintain an official membership roster
- Maintain a list of persons attending meetings and notify Executive of a director's absence of two (2) consecutive meetings for their action.
- Nothing contained in this Manual will prevent the Secretary Treasurer from utilizing the assistance of the Executive Director, Executive Secretary, committee chairs, or any others to assist with these duties.
- Act as parliamentarian for the Executive. In that capacity, be familiar with Roberts Rules of Order and provide an opinion when requested.

- Responsible for the EFMA Credit Card while serving in this position. The Secretary Treasurer has the responsibility to hold and maintain the Association Credit Card to be used for the payment of Association business and expenses.
- Determine the presence of a quorum prior to the beginning of each business session and inform the President at the appropriate time.
- Be responsible for the activities of the committees as assigned.

As Treasurer of EFMA, the incumbent shall be the custodian of all funds. He shall make such disbursements as provided for in the annual budget and as may be authorized by the Executive. He shall keep an accurate system of books and records and turn same over to this successor upon expiration of his term of office. He shall report, in detail, all receipts and expenditures to the Executive and Operations Committee at such time as they may designate. The books of the Treasurer shall at all times be subject to verification and inspection by the Executive.

Additional duties of the Treasurer:

- The Treasurer will submit the financial records for an external audit every five (5) years or as directed by the Executive.
- The Treasurer will submit current financial reports at each meeting of the Executive and meetings of Operations Committee, if requested.

#### **DIRECTORS AT LARGE**

The Bylaws do not specify specific duties for the Directors-at-large. These positions will play an active role in overseeing the work of the Committees of the Board. Other duties will be delegated by the Board, and the responsibilities of the positions are expected to evolve over time.

Any Director not holding an executive office shall hold the office of Director-at-Large. The Directors-at-Large may serve as a chair or vice chair of a standing committee as appointed by the President. They implement assignments to achieve committee objectives that support EFMA strategic goals. Responsibilities include but are not limited to making recommendations to the EFMA Board on how to support strategic plan goals. The Board of Directors shall be responsible for Association management and fulfillment of objectives. Directors must be familiar with the Association constitution, articles of incorporation, By-Laws, and the most recent edition of Robert's Rules of Order. Directors should attend general EFMA meetings and Operations Committee meetings.

## EXECUTIVE SECRETARY

The duties of the Executive Secretary include but are not limited to the following:

- To provide administrative support, secretarial services, and coordinating functions for the “EDUCATIONAL FACILITY MANAGERS Association of British Columbia”(EFMA).
- Attend all meetings of the Executive as directed.
- Prepare meeting agendas including supervising the compilation of information packages, researching background materials, developing motions and scheduling speakers/visitors.
- Compile Executive Meeting minutes including vetting minutes for clarity/completeness and following-up on action items and tabled items.
- Attend such committee meetings as directed by the Executive.
- Coordinate regular and sub-committee meetings and develop written materials for distribution.
- Receive and respond to routine requests and questions from the Executive and those having business with EFMA.
- Act as liaison including responding to enquiries and resolving issues raised.
- Act as EFMA’s contact person for members, suppliers, employers, and others.
- Gather data and information as directed by the Executive.
- Organize and coordinate meetings.
- Prepare and send correspondence as directed by the Executive.
- Coordinate Executive and committee activities.
- Assist in conference planning, preparation, and execution by maintaining liaison with Executive, committee members, and suppliers, by reviewing, preparing files, registration packages and contracts and by coordinating with the Executive members responsible.
- Process the Executives correspondence with Ministry Officials and representatives of other professional organizations.

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## APPENDIX B: ASSOCIATION MEETINGS

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Meetings sponsored in the name of the association shall be open to all members of the association. This policy is applicable to annual conferences, zone meetings and committee meetings. Persons, other than Executive members, in attendance at Executive meetings, shall not participate in discussion unless prior approval has been obtained from the president.

The use of in camera meetings may be required to deal with confidential matters.

### CONDUCT OF MEETINGS

Meetings of the Executive, Standing and Service Committees, and the general membership of EFMA will be conducted in accordance with Roberts Rules of Order.

- Each committee chair or designate will provide a report at every executive meeting.
- It will be the ongoing policy of EFMA to eliminate discriminatory language in all official publications and communications either written or oral.
- All official correspondence between committees will be sent to the EFMA office for distribution to the appropriate persons or committees.
- Any EFMA member wishing to speak on any issue before the Executive must contact the president at least 30 days prior to the executive meeting.
- Only Executive members or properly appointed committees may make motions.
- Whenever possible, directors and committee chairs should submit their reports, motions, resolutions, and requests, in writing to the Executive Secretary for distribution to the Executive members prior to each Executive meeting. These documents must reach the EFMA office no later than twelve calendar days prior to the Executive meeting.
- The Executive Secretary will provide a pre-Executive packet to each Executive member ten calendar days prior to each Executive meeting. This packet will contain a tentative agenda and reports, motions, resolutions, and requests to be considered by the Executive.



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## APPENDIX C: ANNUAL CONFERENCE PLANNING

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### OPERATING GUIDELINES

The Operating Guidelines for the Annual Conference and Trade Show shall document procedures, responsibilities and timelines for planning the event. The Executive is responsible for maintaining these guidelines and shall ensure that all future conference directors and executive members receive a copy of the most current version.

#### Financial Accountability

- Preliminary budget to be prepared and submitted to Executive for review and approval (copies of previous conference budgets should be furnished to the current committee)
- Approved budget must be adhered to unless prior authorization is given by the Executive for any changes
- Any contracts related to the conference will be prepared by the Conference Committee and signed by the Secretary Treasurer. It is suggested that preliminary discussions be conducted with the prospective facilities and that this information be presented to the Executive for discussion. The Executive and the committee would then agree upon a range of terms, thus allowing the committee to finalize the necessary agreements within this range.

#### Site Selection

The responsibility for Annual Conference and Trade Show site selection shall be assumed by Executive. Recommendations will be can be made by Conference Planning Committee to the Executive for final selection of the site based on the locations that are best for the association.

#### Suggested Conference Centre Set up and Program Details

The following guidelines are offered to assist the committee in planning the annual conference.

1. Exhibit hall
  - Booths, 8' x 10' is normally sufficient (hall should be able to accommodate 100 -130 booths)
  - Walkways, adequate (10 to 12 feet wide)
  - All exhibits in one room, where possible
  - Exhibits should be close to meeting rooms (exit meeting rooms through exhibit area if possible)
  - Adequate electrical outlets (2 or more per booth)
  - Lobby area must be adequate to hold 6 tables Conference Registration Table, 2 tables Partners Program Registration Table and 2 table EFMA Archives display.

2. Arrange for a display company
  - Rear & side drapery
  - Sign to identify each booth
  - The decorator should be familiar with the facility
3. Security
  - Exhibit area must be capable of being locked and secured at the end of each evening.
  - Security may be required depending on conference location.
4. Trade Show times
  - Trade Show hours should be scheduled in such a way that maximizes the opportunities for networking between exhibitors and delegates without interfering with the educational components of the conference as a whole. A minimum of 1.5 hours should be dedicated between concurrent sessions.
  - Trade Show times should include an Exhibitor Hosted Luncheon in the Trade Show area on one day of the conference.
  - Trade Show times should include an Exhibitor Hosted Evening in the Trade Show area on a separate day from the luncheon.
  - Allow sufficient set-up and tear-down time for the exhibitors. Normally set-up will take 4 to 6 hours and tear-down approximately 2 hours. The decorator may require additional time for this work.
5. Meeting rooms
  - Luncheon and Banquet Venue – Banquet Hall to hold 500 people
  - Annual General Meeting/Ministry Update Venue/Presidents Reception – Large room to hold 200 people
  - Concurrent Session Venues - One classroom style meeting room for each concurrent session – (30-50 people each)
  - Support Rooms – Additional rooms will be required for executive meetings/Past Presidents' Luncheon, New Member Orientation, Partners Program.
  - Hospitality Room Venue – Separate area set up for hospitality room at conference centre or host hotel.
6. Audio Visual Requirements
  - Microphone and podium required for each area where speeches will take place.
  - Each concurrent session room requires a projector & screen and computer plug in.
  - Trade Show Hall requires sound system, microphone and CD player.
7. Food service
  - Presidents Reception – Finger Food
  - Key Note Luncheon – Full Course Luncheon
  - Exhibitors Hosted Evening – Light Dinner

Delegates & Exhibitor Breakfast – Buffet  
Exhibitors Hosted Lunch – Light Lunch  
Banquet – Full Course Dinner  
Past Presidents Luncheon - Sandwiches  
Delegates Luncheon on Friday where applicable – Sandwiches  
Wednesday through Friday morning coffee/beverage service  
Coffee/Beverage service provided Wednesday through Friday mornings and in the Exhibit Hall when the Trade Show is open.  
Hospitality Suite – Snacks and Beverages

8. Educational program

A maximum of 4 education sessions and one round table should be held in each concurrent session.

General sessions - topics of general interest

Seminars - specific topics (continuing education)

Conference Timetable

<p>June (End of Conference)</p>	<p><u>President and Executive</u> Attend past presidents meeting for the purpose of soliciting feedback on the association's activities and programs.</p> <p><u>Conference Chair/Committee</u> The Conference Planning Committee chair and committee members are to be appointed by the President. Committee to review conference exhibitors questionnaires and conference delegate questionnaires. Chair to confirm budget parameters for committee with secretary treasurer. Chair and directors set tentative conference planning dates. (Note: Planning meetings may be done via conference calls) Follow up to be assigned for partner associations.</p>
<p>August/ September</p>	<p><u>Conference Chair/Directors</u> Chair to assign conference duties to members of planning committee. Assignment to include provisions for entertainment, speakers, sessions and exhibitors. <u>Chair to report to president on the makeup of conference committee.</u> Chair to ensure member is coordinating golf tournament for next year. Chair to call first meeting of Conference Planning Committee. Executive to establish conference theme. Under the direction of the president, conference chair to contact partner associations to determine continuation of these partnerships. Chair to confirm Conference Planning Committee meeting dates with directors and partner associations. Review conference information package. Chair to coordinate the Partners Program. Chair to coordinate sponsorship program with vice president. Coordinate with conference centre.</p> <p><u>Exhibitor Director</u> Review exhibitors list and develop prospective list for new exhibitors. Discuss and decide on any changes required to conference trade show layout. Review pre-bookings and send letters of confirmation to pre-booked exhibitors. Review and make necessary changes to exhibitor package with the intention of having package ready for November mail out. Review sponsorship package with conference chair and vice president.</p>

<p>August/ September (Cont')</p>	<p><u>Speakers</u> Review questionnaires regarding requested topics for next year's conference. Research keynote speakers and secure information regarding costs and availability. Decide on conference format for education program using conference planning guidelines. Contact partner association designates for their session topics. Partner associations should have one session in each of the concurrent sessions for their association's members Have a list of suggested speakers and sessions ready for November executive meeting. Review the entertainment selections required with conference chair for the partners lunch, presidents reception and association banquet. Review conference sponsorship program for sessions.</p> <p><u>President</u> Work with conference chair to develop partnerships. Work with executive to develop conference theme.</p> <p><u>Vice President</u> Work with conference chair to coordinate sponsorship program.</p>
<p>November</p>	<p><u>Conference Chair/Directors</u> Conference planning committee to meet prior to November executive meeting to review conference planning progress Conference planning committee to report on conference planning progress at the November executive meeting. Conference chair to review brochure format with Executive. Committee chair to have sponsor information ready for packages. Conference planning committee to finalize conference format. Conference chair to ensure conference information is posted on associations' web page.</p> <p><u>Conference Committee/Exhibitor Director</u> Prepare exhibitor mail out package with association secretary. Exhibitors package to include the following: Cover letter Registration form Agenda Requirements – to go out with confirmation package Associate membership form</p>

November (Cont')	<p>Map of trade show layout Advertising information Sponsorship information Golf tournament information</p> <p>Contact long standing exhibitors with conference information. Ensure new prospects/contacts are added to contact lists. Coordinate with exhibitors representatives for exhibitors night. Discuss exhibitors requirements or requests with exhibitors representatives. Ensure pre-booked booths are noted on package.</p> <p><u>Speakers Director</u> Finalize session topics for review at November meeting Contact speakers and confirm after November meeting. Contact entertainment and book after November meeting. Ensure speakers and entertainers provide a bio. Write descriptions for each session</p> <p><u>President or Executive Director</u> Review list of dignitaries to invite for conference and opening ceremonies. Review and update letters of invitation. Contact ministry with conference dates. Send invitation letters to minister, deputy minister and associates. Discussion with ministry on ministry update session at the conference.</p>
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<p>January/ February</p>	<p><u>President</u> Discuss future conference locations with executive Research alternate locations.</p> <p><u>Conference Chair</u> Finalize conference program with conference planning team. Review conference budget and expenditures Ensure partner associations needs have been addressed in conference program. Have draft brochure ready for executive meeting. Coordinate membership package with association secretary Follow up on golf tournament with golf contact. Follow up on sponsorship program for brochure. Follow up with association secretary and conference centre regarding food and wine selection for all food service events.</p> <p><u>Speakers Director</u> Complete speakers confirmations and send out confirmation letters. Coordinate audio visual requirement for each session. Coordinate room selection. Design conference program handout. Promote sponsorship program with vice president.</p> <p><u>Exhibitor Director</u> Track conference booth sales Contact new prospects Answer exhibitor enquiries Promote sponsorship program with vice president. Follow up on booth registrations and coordinate exhibitor registrations confirmation packages with association secretary. (Note: No booths are to be held without payment) Exhibitor Registrations Confirmation Packages to include:</p> <ul style="list-style-type: none"> <li>• Prepared receipt</li> <li>• Process payment confirmation</li> <li>• Letter confirming booth placement</li> <li>• Confirmation letter</li> <li>• Conference Program</li> <li>• Hotel information</li> <li>• Golf registration form</li> <li>• Sponsorship confirmation</li> </ul>
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<p>January/ February (Cont')</p>	<ul style="list-style-type: none"> <li>• Letter from exhibitors representative</li> <li>• Invitation to open day</li> <li>• Set up times, trade show times, breakdown times</li> <li>• requirements</li> </ul> <p>Coordinate with exhibitors representatives.</p>
<p>February/ March</p>	<p>Association secretary coordinates the preparation and printing of registration package with Conference Committee.</p> <p>Conference Registration Package to include:</p> <ul style="list-style-type: none"> <li>• Registration Form</li> <li>• Hotel information</li> <li>• Membership decals</li> <li>• Members cover letter</li> <li>• Partners form</li> <li>• Golf registration form</li> <li>• Invitation to opening day</li> <li>• New member welcome letter</li> <li>• Presidents message</li> </ul>
<p>March</p>	<p><u>President</u> Confirms ministry involvement</p> <p><u>Vice President</u> Finalize sponsorships</p> <p><u>Secretary Treasurer</u> Review conference budget and expenditures</p> <p><u>Conference Chair</u> Coordinate distribution of conference packages by first week of March with president and association secretary.</p> <p><u>Exhibitor Director</u> Contact exhibitor prospects to sell out trade show. Coordinate wait list Sell out target date is beginning of April.</p>



March (Cont')	<u>Speakers Director</u> Liaison with speakers and partners to confirm audio visual requirements
April	<u>President</u> Book conference centre.  <u>Conference Chair</u> Coordinate session chairs with speakers directors, executive and zone chairs. Finalize menu items with conference center. Include coffee break, afternoon break, lunch, and banquet.  <u>Exhibitor Director</u> Sell out trade show Manage wait lists Coordinate advertising of open trade show with conference centre. Promote conference and trade show (Ministry of Health, municipalities, colleges, universities)  <u>Speakers Director</u> Finalize conference handout brochure Contact speakers and confirm rooms and times Coordinate session chairs Coordinate speakers needs.
June	Full executive meeting on Tuesday before conference to review conference schedule and manpower requirements.

Exhibitors Representatives

These representatives act as an advisory committee to the Executive and the Conference Planning Committee on matters of policy relating to the Trade Show and codes of conduct by exhibitors.

**CONFERENCE DUTIES FOR PRESIDENT**

Registration Desk

Meet and greet delegates as they arrive.

President's Reception Speech

Give speech welcoming everyone, introduce executive & partner associations, special guests, people who worked outside of the Executive on the conference and provide information on taxi service (no drinking and driving).

#### Opening Ceremonies

Ensure ministry representatives and dignitaries are welcomed and briefed on conference events.

Welcome delegates and introduce dignitaries.

Give speech, welcoming everyone, introduce special guests as they get up to speak, and provide housekeeping items.

#### Annual General Meeting

Chair the meeting.

President's Report

Give a report of the highlights of the past year and the successes you have had. Thank the members for the opportunity to represent EFMA as president.

Introduce New Members

Need to get updated list from Molly.

#### New Executive Orientation

Invite new executive to first meeting, at the end of the conference.

#### Ministry Update

Introduce the representative from the Ministry.

#### Banquet

Going away speech, thanks executive and talks about accomplishments of the past year.

Introduce new president and pass on gavel.

#### Past Presidents Luncheon

Host and coordinate.

Crib notes included.

## CONFERENCE DUTIES FOR EXECUTIVE AND CONFERENCE PLANNING COMMITTEE

### Participation

All members of executive are expected to be present for all conference events and functions.

### Conference Chair or Designate Responsibilities

Those who are appointed to host guests of the association will:

- Call or write the guest one week prior to the conference to confirm attendance.
- If possible, arrange for transportation from the airport to the conference site for guests who will arrive by air.
- Ensure that the guest is made to feel welcome,
- Assist with registration and provide information,
- Ensure that the guest knows the location of all meetings and meals,
- Ensure that the guest has someone with whom to be seated at meals which are a part of the conference,
- Ensure the guest is introduced to executive.
- Ensure the guests have suitable meal accommodations at dinner when the meal is not a planned conference activity. This may involve inviting the guest to dine with the host and friends. It is not necessary that the host pay for the guest's meal

### Conference set up

Exhibitor director to work with exhibitors representatives to ensure exhibitors set up needs are met.

Speakers director to ensure all speakers are greeted and rooms are set up for presentations.

Conference chair to coordinate with speakers directors to ensure all educational session chairs confirmed have chair assigned.

### Golf

Designate to accompany Alberta Contingent.

Designate to represent executive at this event.

### Presidents Reception

Conference Committee to ensure setup for event.

Conference Committee to ensure entertainment is greeted and set up.

### Hospitality Room

Member of executive or designate to be responsible for setting up hospitality room and stocking all supplies required.

Member of executive or designate to be present upon opening and closing of hospitality room

### Registration

Minimum two directors from EFMA to work registration desk plus representation from partner associations to assist.

President must be on hand to greet delegates.

Designate to ensure SPOSA contingent is registered and their needs are met throughout the conference.

### Zone Meeting

Executive to attend their zone meeting.

Zone elections

### New Member Orientation

Executive Director to arrange for past presidents to meet with new members to welcome them to the association.

Past presidents will give an overview of the association, explain the expectations of the association, provide information on zones and zone layouts, go over the conference events pertaining to the operation of the association (Annual General Meeting, Ministry Updates, Banquet, Exhibitor Night) and explain the relevance of the trade show and stress the importance of attending during scheduled times.

### Trade Show

Conference Chair to work with exhibitor representatives to ensure all exhibitors are aware of conference events and time schedules

Exhibitors representatives to work public relations with all exhibitors to ensure they know their presence is welcome and appreciated.

Conference Chair to ensure pre-registration forms for next years conference are included in package and make exhibitors aware.

### Keynote Luncheon

Welcoming speech and introduce keynote speaker.

Thanks keynote speaker afterwards and makes any announcements.

#### Exhibitors Night

All executive to come in theme costumes.

#### Annual General Meeting Breakfast

Conference chair to introduce speaker from sponsor

#### New Executive Orientation

Directly after the Annual General Meeting the President and Vice President to meet with new directors to discuss Friday meeting and expectations of directors.

#### Banquet

Conference chair or designate to ensure entertainment is set up.

#### Past Presidents Luncheon

The immediate past president hosts the Past Presidents' Lunch for the purpose of soliciting feedback on the Association's activities and programs.

All executive must attend

Executive to listen and not comment on past presidents comments

Out going president to thank presidents for their insight

#### First meeting of new executive meeting at end of conference

(In addition to business listed under Conference Planning Timetable)

President to assign new portfolios to executive

President to set meeting dates for executive for upcoming year

President to set tone for upcoming year

All executive – including new directors - must attend

Exhibitor Representatives to be invited.

## ANNUAL GENERAL MEETING AGENDA FORMAT

### GENERAL SESSION

OPEN TO ALL CLASSIFICATIONS OF MEMBERS AND GUESTS OF THE ASSOCIATION

1. Call to Order (Establish a Quorum) Steve Jackson  
1.1 Additions to Agenda
2. Adoption of Agenda Steve Jackson
3. Minutes of the 2009 Annual General Meeting Steve Jackson  
3.1 Business Arising
4. Executive Reports  
A. Presidents Report (Highlights from the past year) Steve Jackson  
B. Operations Committee Bruce MacLean/ Ray Schmidt  
C. Education Committee Tom Louie/Peter Orjala  
i. Presentation Certifications  
D. Conference Committee Ken Jansen/Steve Smoroden
5. Executive Ad-Hoc / Ministry Committee Reports  
A. EFMA Bursary Committee Glenn Miller/John Garossino  
B. Capital Asset Management Committee Tom Louie  
C. Climate Actions Cross Sector Committee Phil Shepherd  
D. School Protection Committee Glenn Miller  
E. Capital Committee Allan Cumbers/John Hickling
6. Zone Reports Zone Representatives

### BUSINESS SESSION

ATTENDANCE RESTRICTED TO ACTIVE MEMBERS AND LIFE MEMBERS OF THE ASSOCIATION

7. Secretary Treasurers Report Ray Schmidt
8. New Business  
A. Executive Director Position Steve Jackson  
B. Long Range Plan John Vantol
9. Election of Officers and Swearing in of New Executive John Vantol/Glenn Miller
10. President Elect Report
11. Meeting Adjournment

## EFMA BANQUET EVENING AGENDA

- 5:30 pm Executive Meet in President's room for refreshments
- 6:30 pm Executive leave Hotel for the Conference Centre
- 6:40 pm Arrive at Conference Centre.  
Prepare proposed seating plan:
- Master of Ceremonies
  - Director
  - Director
  - Past President
  - President
  - Vice President
  - Secretary Treasurer
  - Director
  - Executive Director
  - Secretary
- 6:40 – 7:00 pm Guests move into the Banquet Room
- 7:00 pm MC gets everyone's attention and welcomes in the Executive.
- MC introduces the head table  
This is done in order of seating. If MC is on the left side of the table (facing audience) he/she would then start introductions from the far right side of the table.
- MC gives an overview of the banquet program
- MC asks for EFMA member or designates to say Grace
- 7:15 pm Dinner served.
- 8:00 pm MC introduces the President
- President gives going away speech and acknowledges Executive.
- President introduces the President-Elect and passes on the gavel.

When presenting the gavel this the president says:

*"Name" the passing of the gavel symbolizes the transfer of presidency to you. You are now charged with leading the organization forward. Congratulations!"*

President Elect receives the gavel and then responds.

President Elect then presents President with Plaque and Pin

President thanks members and wishes President Elect and Executive a great year etc.

President then introduces new executive members, retiring and life members and SPOSA guests

President thanks Executive Director and Executive Assistant

President thanks The City of Penticton, all PT&CC Staff and all those participating in the conference and asks everyone to enjoy the rest of the banquet and conference.

9:00 pm

Entertainment/dance



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**APPENDIX D: EFMA EXECUTIVE NOMINATION PROCESS**

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The following suggested timelines are to ensure that the selection process proceeds in a timely manner.

Mid-January	<p>Solicit names from the zones, the EFMA Executive and committee chairman. This should be accomplished by letter from the EFMA President to these parties. Further, a notice to the general membership regarding the request for nominations will be put on the website closest to this date. All EFMA members are eligible to submit such a nomination. All nominees will be contacted for their willingness to serve prior to the nomination being submitted for consideration.</p> <p>Nominees should be advised of the following:</p> <ul style="list-style-type: none"> <li>• appropriate attire for the election</li> <li>• they will be asked to introduce themselves and say a few words</li> <li>• if elected, they will be required to attend the New Executive Orientation immediately following the Annual General Meeting and the Executive Meeting at the end of the conference.</li> </ul>
Mid-March	<p>First Request for nominations sent out with Membership Renewal Application            Second Request for nominations sent out with Conference Package            Also sent to all zone chairs</p>
End March	<p>Deadline for selection committee to make their initial evaluations.</p>
April Meeting	<p>Selection committee will submit the list of five names to the corresponding EFMA committee and the EFMA Operations Committee for review and comments. All comments will be made verbally to the selection committee.</p>
Prior to Conference	<p>The final list will be submitted to the Executive.</p>

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## APPENDIX E: SWEARING-IN PROCEDURE FOR THE EXECUTIVE

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The following procedure is to be used by EFMA for swearing in newly elected officers at the annual general meeting.

### Administering the oath

A Past President comes to the microphone and tells the assembled membership that this ceremony is the most important of all association functions. It places the responsibility and authority of leadership upon these elected officials and establishes a bond of commitment between them and the membership.

Tells the new officers and directors of the EDUCATIONAL FACILITY MANAGERS Association of BC to:

*“Please stand as your name is called, take your place in front of the head table, and face the assembled membership.”*

Asks membership to *“Hold applause until the swearing in ceremony is completed.”*

Welcomes each executive member personally and outlines the roles and responsibilities on the executive.

Then have the members stand and face the new executive.

### Swearing In

To each new officer and director:

*“Please raise your right hand”*

*“As this membership has just elected you, do you pledge to fulfill your individual responsibilities in representing the EDUCATIONAL FACILITY MANAGERS Association of British Columbia and to conduct yourself in the best interest of the membership and the educational partners they serve? If so, please signify by saying “I will”.*

### Conclusion

*“Let me congratulate and wish each of you every success possible. Would the membership please join me in welcoming the EDUCATIONAL FACILITY MANAGERS Association of British Columbia Executive for the [YYYY/YY] year.”*

Leads the membership in applauding the new officers and directors. When applause begins to die down, gives a sign to the officers and directors that they may return to their seats. Turns microphone over to the master of ceremonies.

End