

IWFM Equity, Diversity and Inclusion (EDI) Subcommittee – Member Role Description

1. Purpose of the Role

To contribute to the effective functioning of the IWFM Equity, Diversity and Inclusion (EDI) Subcommittee by providing independent, expert, and constructive input on matters relating to EDI strategy, governance, and assurance.

Members will support the Subcommittee in fulfilling its purpose *‘To ensure that Equity, Diversity and Inclusion is strategically positioned across IWFM, informing organisational strategy, policy, decision-making and external voice, so that inclusive practices are embedded in a clear, accountable and sustainable way’*.

2. Key Responsibilities

Collective Responsibilities

As part of the EDI Subcommittee, members will:

- Provide strategic oversight and assurance on IWFM’s EDI commitments, ensuring EDI principles are integrated into strategy, policy, and governance.
- Review and advise on EDI implications of IWFM plans, proposals, and risks referred by the Constitution & Ethics (C&E) Committee, the Executive, or other governance bodies.
- Offer expert insight and challenge to ensure EDI considerations are embedded proactively, not retrospectively, in IWFM activity.
- Contribute to the monitoring of progress against IWFM’s EDI workplan, statement of intent, and relevant KPIs, providing constructive feedback and recommendations.
- Support the identification of trends, risks and external developments in EDI which may influence IWFM’s future priorities.
- Ensure the Subcommittee’s advice and recommendations to the C&E Committee and the Board are evidence-based, practical, and aligned with good governance.
- Act collectively to uphold and actively promote IWFM’s reputation as an inclusive, member-led professional body, supporting continuous improvement in embedding EDI across its governance and operations.

Individual Responsibilities

Each Subcommittee member is expected to:

- Prepare for and actively participate in Subcommittee meetings and discussions.
- Bring professional expertise, lived experience, or sector knowledge relevant to advancing EDI in workplace and facilities management.
- Exercise independent judgement, objectivity, and confidentiality at all times.
- Act as an ambassador for IWFM’s EDI principles, modelling inclusive behaviours.
- Declare any conflicts of interest promptly and act in accordance with IWFM’s Code of Conduct.
- Support the Subcommittee Chair and Governance Team by contributing to annual reviews and the continuous improvement of the Subcommittee’s effectiveness.

3. Skills, Experience and Attributes

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Members should collectively bring a balance of the following skills and experience:

- Demonstrated understanding and practical insight of Equity, diversity and inclusion principles, particularly within a professional or membership organisation context.
- Experience in governance, policy development, or regulatory frameworks.
- Strategic thinking and ability to translate EDI principles into practical, measurable actions.
- Strong communication and interpersonal skills, with the ability to challenge constructively and build consensus.
- Understanding of the workplace and facilities management sector (desirable but not essential).
- Commitment to IWFM's values and Code of Professional Conduct.

4. Appointment and Tenure

- **Appointment Authority:** IWFM Board, on recommendation of the C&E Committee.
- **Term:** Three years, renewable for one further term (maximum six years).
- **Eligibility:** Members must be current IWFM members, Member grade or above, except where otherwise approved by the Board. Up to two members may be appointed from outside IWFM to bring external expertise.
- **Chair:** The Chair will be appointed by the Board on recommendation from the C&E Committee.

5. Time Commitment

- Attendance at a minimum of two meetings per year, plus ad hoc participation in working groups or consultation sessions as required.
- Time for reading and preparation between meetings (estimated 4–6 hours per meeting cycle).

6. Accountability

Members are collectively accountable to the IWFM Board through the C&E Committee for the conduct and effectiveness of the Subcommittee and for adherence to IWFM's governance and ethical standards.

7. Support and Resources

Members will receive induction from the Governance Team and Executive EDI Lead, covering IWFM's governance framework, EDI strategy, and expectations of the Subcommittee. An annual self-assessment will be undertaken to support continuous improvement, with outcomes reviewed by the Governance Team and the C&E Committee as part of the annual assurance cycle.