

# IWFM Non-Executive Board Member Role Profile

The main responsibility of the Board is the overall governance and strategic direction of the Institute of Workplace and Facilities Management [IWFM]. The Board is responsible for developing its aims and objectives, in accordance with its values and in line with legal and regulatory requirements. In particular, a Board member is required to:

- Ensure that IWFM pursues its Objects as defined in its Articles
- Contribute actively to the Board in giving strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of IWFM, and the profession
- Ensure the financial stability of IWFM
- Protect the assets of IWFM

We welcome and encourage all eligible members to apply for NED roles regardless of gender, age, disability, ethnicity, gender identity, sexual orientation, religion, belief, marital status, pregnancy or any other personal circumstances.

## Duties of Non-Executive Board Members

Board members are Company Directors and therefore have the following statutory duties:

- To act in accordance with the Articles, and to use powers only for the purposes for which they were conferred
- To promote the success of the organisation for the achievement of the Objects
- When exercising this duty, the Director is required to have regard to a list of factors including the long term consequence of the decisions as well as the interests of members and employees; the relationships with suppliers, customers; and the impact of the decision on community and environment; the desirability of maintaining a reputation for high standards of business conduct
- Exercise independent judgment
- Duty to exercise reasonable care, skill and diligence
- Duty to avoid conflicts of interest
- Duty not to accept benefits from third parties
- Duty to declare to the other Directors any interest that they have in a proposed transaction or arrangement with the organisation

## Board members are expected to

- Be able to act reasonably and responsibly when carrying out the role of Board member, understanding and accepting their legal duties
- Maintain confidentiality
- Prepare for all Board meetings by fully reading the papers in advance of all meetings

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- Have access to, and able to use effectively all electronic communications and devices. All board papers are electronically sent via a Microsoft Teams site, and is also used for Q&A, recording views, comments, and decisions. **The ability to access and use teams from your own device is a mandatory requirement for confidential and security purposes.**
- Actively participate in the meeting, asking questions, expressing viewpoints and concerns. Listen to the contributions of other Board Members and help to ensure that all Board members are given the opportunity to make their contributions
- When decisions are reached, accept the majority decision of the Board and allow the Board to move on to other business
- Declare any conflicts of interest at the start of the meeting, or as soon as they arise. Withdraw from the discussions at a meeting on any matter in which there is a conflict of interest

## Person Specification

From time to time the Chair and the Board will review the skills and competences of the Board Directors, but the following is a good indicator of what is currently required

<b>Knowledge and Experience</b>
Previous Board experience advantageous
An in-depth knowledge of the work of IWFM and or the FM or workplace sectors
Experience of working within an environment that encourages debate and discussion to reach collective decisions
<b>Additional, and preferred, skills needed to balance the Board</b>
<ul style="list-style-type: none"> <li>- Industry knowledge &amp; insight</li> <li>- Strategic thinking</li> <li>- Commercial &amp; Financial competence</li> <li>- Ability to navigate and engage political environments</li> </ul>
<b>Skills / Competencies required</b>
Commitment to the purpose and values of IWFM
Ability to work effectively as a member of a team, and to be constructive about other Board members' opinions during discussions and in response to the contributions of staff during meetings and commit to collective responsibility
Ability to manage difficult and/or challenging situations

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A willingness to devote the necessary time and effort
Good, independent judgement
Ability to challenge constructively and ask questions appropriately
Ability to respect confidences
Good communication and interpersonal skills
Ability to effectively use all electronic medium, devices and communication methods including Microsoft teams.
Ability to analyse information (including financial data)
Ability to make collective decisions and to stand by, and explain, those decisions
Leadership and business acumen skills
An awareness of impact on other members
An understanding of the importance of probity, independence and integrity and a desire to direct IWFM accordingly
The ability to make decisions or to delegate authority, when appropriate, and to monitor decisions taken under that delegated authority
The ability to see long term implications and to take a broad overview
Contribute to setting and prioritising objectives

## Contact us

Any queries about the contents of this document please contact

### Governance Officer

IWFM  
Suite 15  
Thremhall Park  
Start Hill  
Bishop's Stortford  
Hertfordshire CM22 7WE  
[governance@iwfm.org.uk](mailto:governance@iwfm.org.uk)