Programming Committee Member Terms of Reference
Reports to: Director of Programming

IFMA Toronto holds regular scheduled events throughout the calendar. The events are divided between Networking Events, Facility Tours and Educational Events. The events form the basis of IFMA Toronto’s offering to its members and FM Community the opportunity to learn about prevalent issues to today’s FM, closely following IFMA’s Core Competencies. Each event provides attendees with an opportunity to network with peers within the learning environment.

1. Networking Events:
   a. Enable members to meet peers in a casual atmosphere and gives non-members an opportunity to learn about IFMA Toronto from other members.
   b. A speaker is generally engaged to speak briefly on a topic that delves into areas common to FM’s and Vendors.
   c. We have also embarked on co-networking events with other associations and hope to continue this in the future.

2. Educational Events:
   a. Exploring areas of facilities management within the Core Competencies, these events enable IFMA Toronto to provide members with hot-button information that is on trend to their day-to-day responsibilities.
   b. The events can be comprised of one speaker or a panel of 2 or more. Attendees in most cases will be provided with a copy of the presentation or a take away whenever possible.

3. Facility Tours:
   a. IFMA Toronto finds giving our members the ability to tour a facility, in itself a learning opportunity.
   b. Attendees learn from physically seeing a new or retrofitted facility and hearing from the facilities’ FM (/Architect/Project Manager, Designer as back-up) about the project and its successes and failures.
   c. Facilities are chosen on the merit of their ability to provide educational content or to speak to a current trend. It is about the story not the beauty of the building.

4. Calendar of Events: Generally scheduled on the 2nd Thursday of the month; however, stat holidays may interfere and the event will be moved accordingly to the next Thursday in the month.

Regularly Scheduled Events – Responsibility Program Director

September – Facility Tour
October – Networking Event (Event with multiple assoc.)
January – Facility Tour
February – Networking Event/Speaker
April – Leadership Series (Panel Event)
June – Facility Tour
Roles and Responsibilities:

1. Assist in the planning and development of Regular Scheduled Events in coordination with Director of Programming and Administrator. The goal is to have the full year calendar established prior to the Executive Retreat in June.
2. Attend Committee meetings - once a month (in person and conference calls)
3. Attend Regular Scheduled Events whenever possible to assist with coordination of event.
4. Continue to develop future opportunities for facility tours and speakers ready for the following calendar year.
5. Assist in the marketing and promotion of an event wherever possible.
6. Coordinate with speakers and facilities to ensure all deliverables meet the timeline for the event.