

About the Charities Facilities Management Group:

The CFM Group is an informal network for people who work in the voluntary sector and who are responsible for facilities management. We promote good practice and information sharing about all aspects of facilities management in the voluntary sector.

cfm

Charities
Facilities Management
Group

Background:

The group came out of a conversation between the Director of Upkeep and another charity ceo. We both had concerns about property issues. We realised that a lot of other people probably had similar worries, and decided to set up a special interest group.

What we do:

- We organise quarterly meetings. These meetings aim to provide members with opportunities to learn about good practice, regulatory changes and other current issues. The meetings usually feature a session on a topical issue, followed by time for informal networking. Where possible, we have speakers from the voluntary sector.
- We issue a monthly email newsletter.
- We hold a conference each spring.
- We publish resources on our website.

Management:

The CFM Group was set up and is run by the Director of Upkeep. Upkeep is a small registered charity which educates people about building maintenance.

At present Upkeep does not charge members for the administration costs. This does limit the amount of work that we can do, and we look to members for support in hosting meetings, etc.

As the Group expands and the workload grows, we may need to get funding or charge a fee. To keep costs down, we do as much work as possible by e-mail.

Who are Members?

Members of the CFM Group include the Facilities Managers of some of the U.K.'s largest charities who are responsible for large property portfolios and the needs of numerous staff.

We also have members who look after churches, hospices and historic buildings. Second -tier organisations like voluntary service councils join so that they can pass on useful information.

The group is also helpful for people working for small charities, who may have to deal with f.m. issues as an "add-on" to their regular job.

Membership

Membership is by organisation. To be eligible for membership your organisation must be registered charity or a publicly-constituted voluntary organisation and recognised as such.

Commercial suppliers are not eligible for full membership. Persons are considered commercial suppliers if they are engaged in undertakings which seek to supply materials or services to members in return for rewards to a level which is beyond charitable. We reserve the right to refuse membership to any organisation we believe to be ineligible. Commercial suppliers may be eligible for associate membership. For information about associate membership, contact us.

Joining the CFM Group:

To join the CFM Group, print out and complete the attached form return it to us. We will then add you to our mailing list.

Contact Information:

If you have questions, or would like to get in touch, contact us:
Annette McGill
Director, Upkeep
Email: am@upkeep.org.uk

www.upkeep.org.uk/cfm

Membership Form

Membership of the Charities Facilities Management Group is by organisation. To be eligible to be a full member, your organisation must be registered charity or a publicly-constituted voluntary organisation recognised as such.

If your organisation would like to join the CFM Group, please complete this form and return it to the address at the bottom of this page.



1. About your Charity:

Organisation Name (full name, not initials)

Address:

Web site address:

Is your organisation a registered charity?

If yes, please give your charity registration number:

If no, please state how your organisation is constituted:

What are the main aims of your organisation?

Number of staff:

Number of branches/buildings:

About your facilities:

- | | | |
|--|--|---|
| <input type="checkbox"/> own more than one building | <input type="checkbox"/> lease space to other organisations | <input type="checkbox"/> provide sheltered housing |
| <input type="checkbox"/> own just one building | <input type="checkbox"/> responsible for heritage/listed buildings | <input type="checkbox"/> provide accommodation for students |
| <input type="checkbox"/> lease more than one building | <input type="checkbox"/> responsible for shops | <input type="checkbox"/> provide general housing |
| <input type="checkbox"/> lease just one building | <input type="checkbox"/> responsible for school buildings | |
| <input type="checkbox"/> lease offices within a building | | |

Return address: send your form back to:

Annette McGill
Director
Upkeep & The Charities FM Group
Royal London House, 22-25 Finsbury Square
London EC2A 1DX

Please go to page two to
tell us about yourself:



2. About You:

Name: _____

Job Title: _____

Tel: _____ Fax: _____

E-mail address:
(note this may not be a private email address) _____

If you would like more than one person from your organisation to participate in the CFM Group, just photocopy this page, get them to fill it in, and return it with your form.

We tend to find that our members have many and varied responsibilities!
What areas do you deal with?

- | | | |
|---|--|--|
| <input type="checkbox"/> Facilities Management (all) | <input type="checkbox"/> Building Services | <input type="checkbox"/> Fleet Management |
| <input type="checkbox"/> Procurement (office space/buildings) | <input type="checkbox"/> Health and Safety | <input type="checkbox"/> Cleaning Services |
| <input type="checkbox"/> Procurement (supplies, services) | <input type="checkbox"/> Risk Management | <input type="checkbox"/> Security Services |
| <input type="checkbox"/> information technology | <input type="checkbox"/> Office Management | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Company Secretary | |

Other? _____

Guidelines: The Charities FM Group has agreed the following guidelines:

1. The CFM Group has been set up to help voluntary sector organisations improve the way they manage their facilities.
2. The Group will promote the exchange of knowledge and experience between individuals and organisations in the sector.
4. Membership is for registered charities or publicly constituted voluntary organisations.
5. Commercial supplies, or people seeking to supply goods or services to members to an extent which is considered material may not become full members.
5. Members of the Group agree to treat any information shared by members of the group is confidential.

Acceptance:

I confirm that I have read these guidelines, that my organisation is eligible to join the Charities F.M. Group, and that I will keep shared information confidential.

Signature _____

Date _____

The CFM Group was set up and is managed by the charity Upkeep. We will use the information you give on this form to add you to the database. The database will be used only to administer the CFM Group. We will not share your details with any other organisation without your prior consent.

Questions?

If you have any questions about the CFM Group, contact me by e-mail at:
am@upkeep.org.uk

We look forward to meeting you!