Fan Manufacturers Association

Terms of Reference

Introduction

This document sets out the roles and responsibilities of the FMA. It provides guidance on the FMA's mission statement, purpose, roles, responsibilities, operation, tenure of key posts and obligations to the HEVAC Council.

The FMA is a specialist association operating within HEVAC and the Federation of Environmental Trade Associations (FETA). It is not a separate legal entity and acts only within authority delegated through HEVAC and FETA.

Mission Statement

“The Fan Manufacturers Association (FMA) is dedicated to empowering our members to thrive in both national and international markets by fostering a competitive and supportive business environment.

As an industry forum, we serve the diverse needs of our members through knowledge sharing, education, and the promotion of best practices.

We are committed to enhancing energy efficiency and supporting carbon reduction targets, while actively advising and influencing industry regulators to ensure a sustainable future for the fan manufacturing sector.

Together, we strive to elevate our industry standards, promote innovation, and create a collaborative community that champions excellence and sustainability.”

Purpose and priorities

In delivering its mission, the FMA will:

- represent the collective interests of responsible fan manufacturers and suppliers on regulation, standards, technical compliance, energy efficiency, product performance and market integrity;
- engage with government departments, regulators and other relevant bodies, including on UK implementation of product and ecodesign requirements;
- support and coordinate member participation in UK, European and international standards development, including BSI, CEN and ISO work relevant to fans;
- promote technical knowledge, training, good practice and the development and maintenance of appropriate industry guidance;
- provide members with a forum for early intelligence, technical discussion, collaboration and a stronger collective industry voice; and
- support appropriate membership development, communications and promotional activity.

Powers of the FMA

The FMA has the authority from the HEVAC Council to deliver the mission statement.

The FMA may make recommendations and develop agreed positions within its delegated remit. Any matter involving legal commitments, material expenditure, policy outside the agreed remit, changes to membership rules, or the ownership or licensing of names, logos, publications or other assets must be referred to HEVAC Council and/or FETA for approval.

Membership

Membership is open to companies involved in the manufacture or supply of fans, fan components or closely related fan technology, subject to the applicable HEVAC/FETA membership requirements and the FMA membership criteria.

The membership should, where practicable, include a balanced mix of large companies, SMEs, micro businesses and specialist businesses. There will be no additional subscription levied by FETA solely for participation in the FMA.

Completion of the FMA Membership Criteria declaration, signed by a director or other authorised senior representative, is required annually as a condition of continuing FMA membership. Returns will be reviewed by the Chair and Secretariat. Members will be given an opportunity to correct any identified non-compliance; continuing non-compliance may result in removal from FMA website listings and FMA communications or meeting invitations until compliance is restored.

Prospective members may be invited to attend a meeting as guests or observers by agreement with the Chair and Secretariat.

Expertise and participation

By drawing on the full FMA membership, the Association should maintain a strong cross-section of technical, regulatory, standards, commercial and market expertise.

Members are encouraged to attend meetings regularly, contribute evidence and expertise, and take part in working groups, consultations, standards activity, training and other agreed projects.

Chair and Vice Chair

The Chair will be elected from the members of the FMA. A Vice Chair will also be appointed. Ideally, the Chair and Vice Chair should provide a balanced leadership team drawn from organisations of different sizes. The positions will be re-elected every two years.

The Chair will lead meetings, agree agendas with the Secretariat, help ensure balanced participation and act as the principal member spokesperson for agreed FMA positions. The Vice Chair will support the Chair and act in the Chair’s absence. FETA will undertake the routine administrative work associated with both roles.

Operation of the FMA

The FMA will normally meet three times a year. Additional meetings or workshops may be called by the Chair, in consultation with the Secretariat, where a specific issue requires member consideration.

FETA will provide the secretariat to the FMA, led by the Technical Manager or another nominated FETA officer.

Any member may attend or send an authorised representative. Members should ensure that remote attendees display their correct name so that attendance and minutes can be recorded accurately.

Meetings will normally be held on a hybrid basis at FETA offices or at a member location agreed by the Chair and Secretariat. Online-only meetings may be used where appropriate.

Meetings will be conducted in accordance with the FETA Competition Law Guidelines and Guidelines to FETA Committee Procedures. Attendance will be taken as acknowledgement of those requirements.

Meetings may be recorded solely to assist the preparation of minutes, provided attendees are informed. The Secretariat will prepare and retain the formal record of decisions, agreed positions, recommendations and actions.

Decisions should normally be reached by consensus. Where a clear consensus cannot be reached, the Chair may seek a vote of member companies represented at the meeting, with one vote per member company. Any unresolved or material governance issue will be referred to HEVAC Council.

Working groups, representation and external engagement

The FMA may establish time-limited working groups or project groups where this supports its agreed priorities. Their remit, leadership, outputs and reporting arrangements will be recorded in the minutes.

Any nomination of an individual to represent the FMA on an external committee or standards body must be agreed through an appropriate member decision and recorded. Representatives must report relevant developments back to the FMA and must distinguish agreed FMA positions from personal or company views.

Finance, publications and Association assets

Any FMA funds or income generated through training or other activity will be administered through FETA and reported to members. Expenditure must follow FETA authorisation arrangements and any specific decision recorded by the FMA or HEVAC Council.

FMA publications, data, websites, domains, social media accounts, names, logos and associated goodwill will be managed within the HEVAC/FETA governance framework. Their ownership, licensing and permitted use will be subject to FETA and HEVAC policy and any formal legal arrangements approved from time to time.

Review and assessment of the FMA

The FMA will monitor delivery against its agreed priorities through its meeting minutes and will review its work plan at least annually.

These Terms of Reference will be reviewed in Q1 2027 and thereafter at least every two years, or earlier if there is a material change to FETA or HEVAC governance, membership requirements or the FMA’s remit.

Document control

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