



**Temporary Works
forum**

Promoting best practice in
the construction industry.



Temporary Works forum (TWf)

Review and future structure

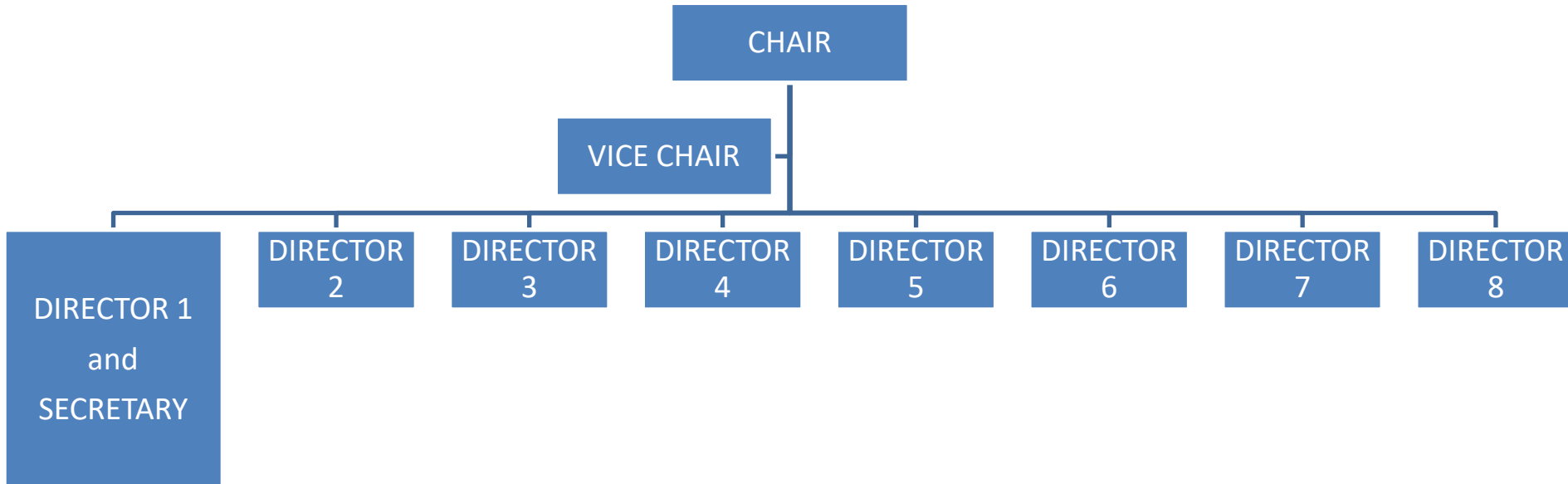
TW22.098
October 2022

TWf Structure: Current



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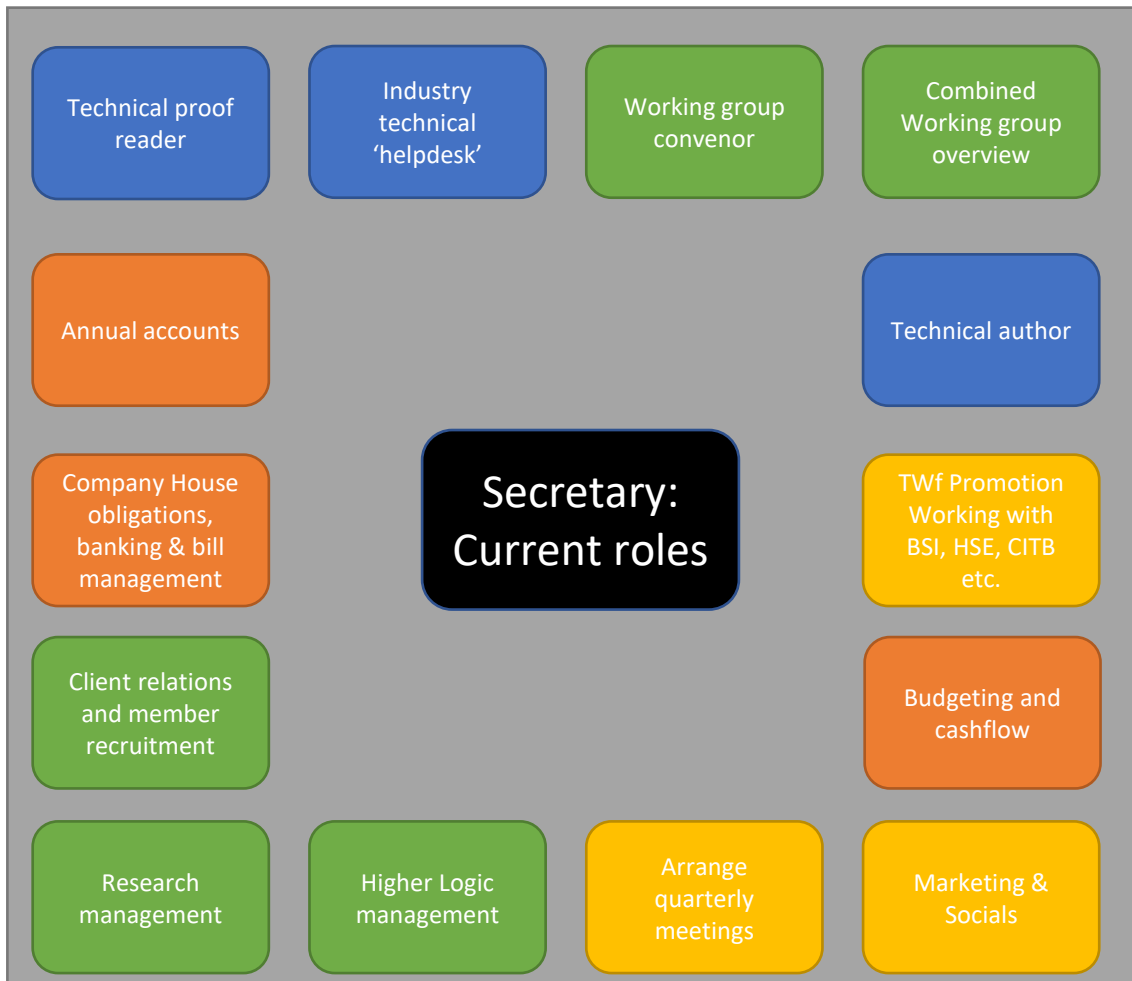


Secretary: Current roles



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LEGEND OF ROLES

MARKETING

FINANCE

MANAGEMENT

TECHNICAL

Admin: Current duties



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LEGEND OF ROLES

MARKETING

FINANCE

MANAGEMENT

TECHNICAL

Review of duties



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Operations Director

Full time

Higher Logic
management

Combined
Working
group
overview

Research
management

Working
group
convenor

Client
relations and
member
recruitment

Marketing and communication

Part time

Marketing &
Socials

Arrange
quarterly
meetings

Promotion;
Working
with BSI,
HSE, CITB

Events
admin

Finance

Outsource

Invoices and book
keeping; Banking

Annual accounts

Company House
obligations

Debt chasing

Xero management

Budgeting and
cashflow

Technical

Part outsourced

Technical
author

Technical
proof reader

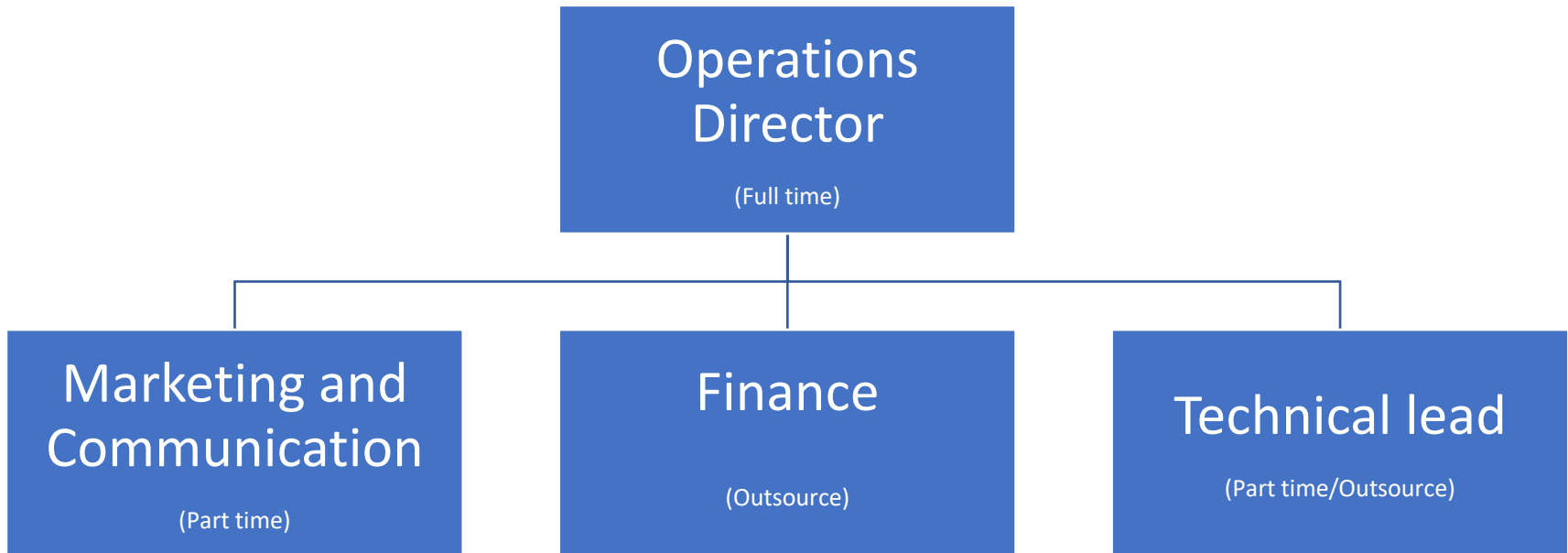
Industry
technical
'helpdesk'

TWf Resources: NEW Summer 2023



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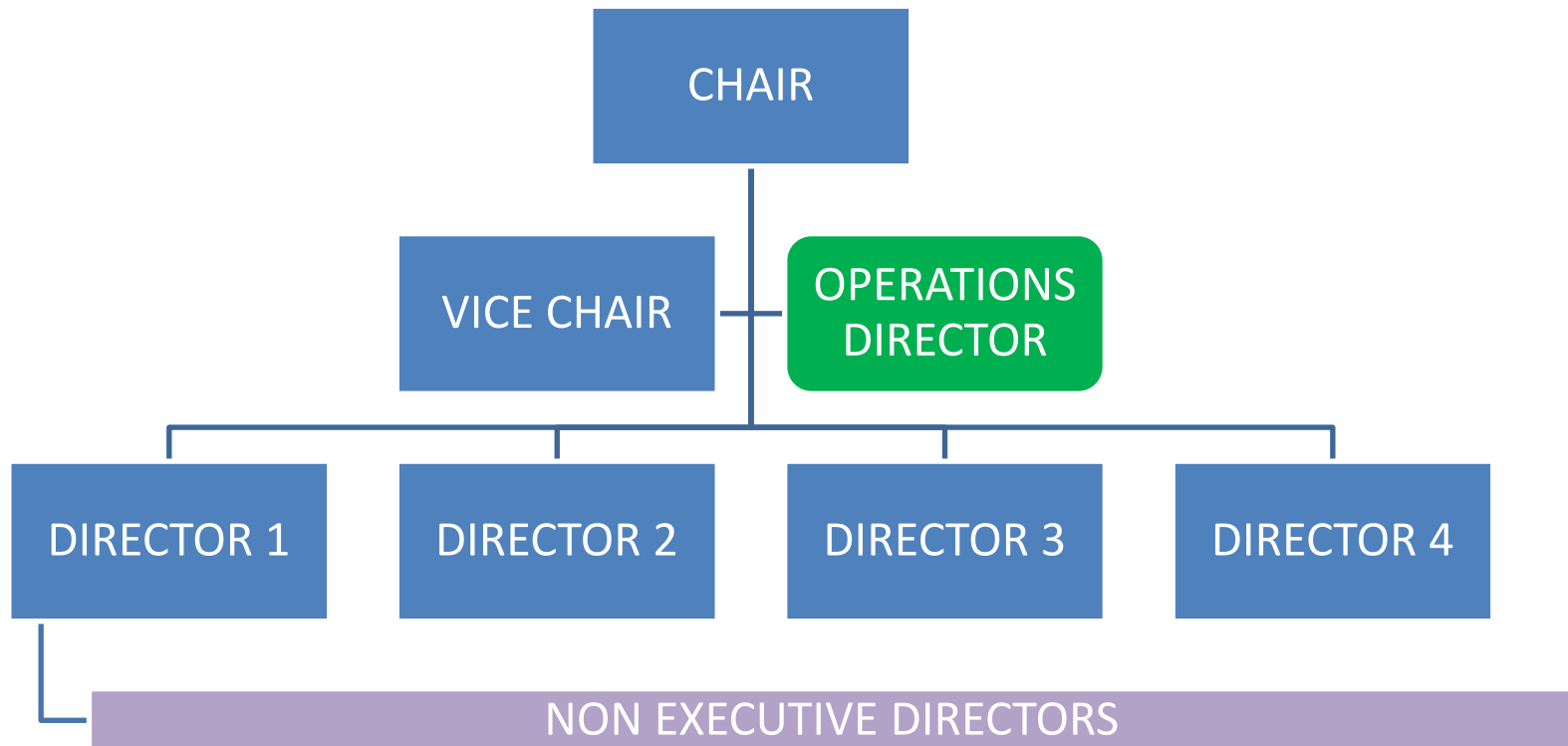
NOTE: POSITIONS REQUIRED TO MAINTAIN CURRENT LEVEL OF SERVICE UPON SECRETARY/ADMINISTRATOR RETIRING

TWf Board: Future structure



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NOTE: REDUCED SIZE OF BOARD OF DIRECTORS

Non Executive Directors



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VICE CHAIR

(Voluntary)

NON EXECUTIVE DIRECTORS

TWf: Future structure



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