

Terms of Reference

Members Welfare and Community Development Committee

1. Introduction

- 1.1. The Members Welfare and Community Development Committee (“Committee”) is constituted as a formal sub-committee of EXCO of the Sisonke Association of Friends (“the Association”).
- 1.2. The duties and responsibilities of Committee members are in addition to their duties and responsibilities as members of the General Council. The deliberations of the Committee do not reduce the individual and collective responsibilities of the EXCO members regarding their duties as office bearers, and they must continue to exercise due care and judgement in accordance with their constitutional obligations (statutory and otherwise).
- 1.3. The committee is created for the following purposes as listed below:
 - 1.3.1. It allows the EXCO meetings to focus on a wide range of other issues, as detailed Membership Welfare and Community Development discussions can be dealt with within the committee;
 - 1.3.2. It allows more democratic participation by getting more members participation in the affairs of the Association.
- 1.4. These terms of reference are subject to the provisions of the Association’s constitution, its operating principles, and any other applicable administrative or regulatory provision.

2. Composition

- 2.1. The members of the Committee are appointed from time to time by EXCO, and the names are ratified by the General Council.
- 2.2. The Committee must have a minimum of three members.
- 2.3. The Convener of the Committee shall be appointed by EXCO.

3. Authority

- 3.1. The Committee acts in terms of the delegated authority of the EXCO as recorded in these terms of reference. It has the authority and the power to investigate and report on any activity within scope of its mandate.
- 3.2. The Committee, in the fulfilment of its duties, may call the Chairman of the Association, or any of the EXCO members to provide it with information, subject to adherence to an EXCO approved process.
- 3.3. The Committee has access to the Association’s records, facilities and any other resources necessary to discharge its duties and responsibilities.
- 3.4. The Committee may form sub – committees or task team, and delegate authority to, other committees and may delegate authority to one or more designated members of the General Council.

- 3.5. The Committee has the right to obtain and recommend independent outside professional advice to assist with the execution of its duties, subject to adherence to an EXCO approved process.
- 3.6. The Committee shall make recommendations to the EXCO that it deems appropriate on any matter within the ambit of its mandate where action or a decision is required.

4. Duties and Responsibilities

- 4.1. This committee is responsible in the main, for the General Members of the Associations Welfare and for the liaison with various structures / bodies in and around the local environment. It enables the Association to:
 - 4.1.1. To do means test and provide necessary support to its indigent members
 - 4.1.2. Engage in various partnerships with various organisations to pursue the broad objectives of the Association.
 - 4.1.3. Engage in community projects to uplift community concerns.

4.2. Members Welfare:

- 4.2.1. The committee shall receive reports on indigent (needy) members of the Association from Executive.
- 4.2.2. The committee shall visit such member and do means test which will determine the type of support that the Association needs to provide to such a member.
- 4.2.3. The committee shall mandate the area representative to monitor any support given by the Association to such member and to report regularly or at the agreed intervals between the committee and the area representative.
- 4.2.4. The committee shall recommend to EXCO activities / functions for members that it deems appropriate within the ambit of its mandate where action or a decision is required.

4.3. Community Development:

- 4.3.1. To promote within the Association, a culture of social responsibility whereby general caring for the surrounding community will be pursued.
- 4.3.2. To develop programmes, projects and activities to engage members in community projects.
- 4.3.3. To engage with other organisations in activities that are intended to promote social responsibility.
- 4.3.4. To promote public relation's functions for the Association.
- 4.3.5. To promote the image and status of the Association in our communities.
- 4.3.6. To liaise with relevant structures/bodies in the community with a view to promote the interests of the Association.
- 4.3.7. To participate in community projects with similar aims and objectives so as to promote the interests of the Association.

5. Meetings

- 5.1. The Committee shall meet on an ad hoc basis. The Convenor may convene meetings of the Committee, at any time, and as often as it is required or desirable, having regard to the matters that fall within its mandate.
- 5.2. Committee members are expected to make every effort to attend all meetings. If it is not possible for a member of the Committee to attend, prior apology, with reason, shall be submitted to the Convenor.
- 5.3. The Convenor shall have the discretion to decide who, other than the Committee members and EXCO, shall be invited from the GC to attend meetings of the Committee.
- 5.4. If the Convenor is absent from a meeting, he/she will appoint another Committee member to act as chairman at such meeting,

6. Evaluation

- 6.1. The committee shall within its first three months of appointment develop an annual program / plan which shall be approved by EXCO and used by the committee as measure to evaluate its performance.
- 6.2. The effective of the committee will be evaluated in alignment with the annual EXCO evaluation process and the committees annual program / plan.