



SACPO GOVERNANCE FRAMEWORK

2017

NATIONAL EXECUTIVE COMMITTEE

Ms. HM Ntlatleng (President), Mr. KR Madzhe (Deputy President), L Van Niekerk (Treasurer General), Mr. SZ Zungu (Secretary General)

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1. DEFINITION OF GOVERNANCE

1.1. "The means by which direction and control are applied to stewardship of an organisation's assets – tangible and intangible, financial and non-financial – in pursuit and delivery of the primary objectives of sustainable value creation".

The King Report 1998

2. GOVERNANCE FRAMEWORK OBJECTIVES

- 2.1. To clarify the roles and responsibilities of executive and administrative governing bodies within SACPO.
- 2.2. To outline the mandating and reporting between national and provincial offices.

3. SCOPE

- 3.1. The Governance framework deals with the roles and responsibilities of the following:
 - 3.1.1. National Governing Bodies
 - 3.1.2. Provincial Governing Bodies
 - 3.1.3. SACPO Working Groups

4. GOOD GOVERNANCE PRINCIPLES

- 4.1. SACPO seeks to build an organisation which is:
 - 4.1.1. Accountable
 - 4.1.2. Transparent
 - 4.1.3. Responsive and Client-focused
 - 4.1.4. Participatory
 - 4.1.5. Consensus-orientated
 - 4.1.6. Follows the rule of law
 - 4.1.7. Promotes equity and inclusivity
 - 4.1.8. Promotes efficient and effective service delivery
 - 4.1.9. Promotes subsidiarity within the context of strategic alignment
 - 4.1.10. Exercises a clear separation of powers between executive and administrative structures
 - 4.1.11. Comply with the current trends of Good Corporate Governance

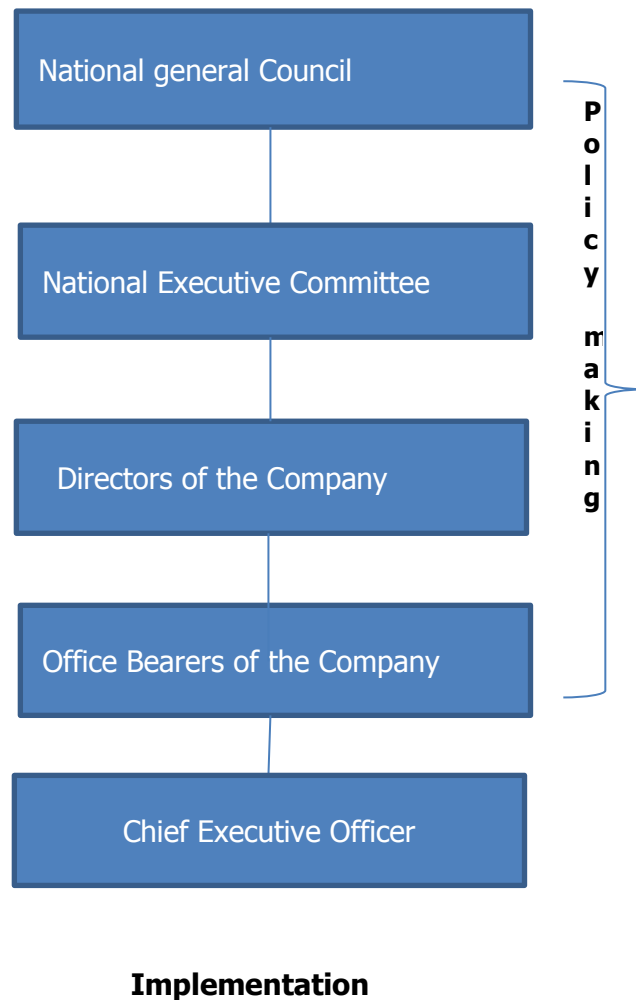
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5. SACPO STRUCTURES

5.1. EXECUTIVE STRUCTURE



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6. ROLES AND RESPONSIBILITIES OF NATIONAL EXECUTIVE GOVERNING BODIES

The SACPO Constitution outlines the following roles and responsibilities for SACPO's political governing bodies:

6.1 The National General Conference

The National Conference is the highest decision-making body of SACPO and the ultimate authority of SACPO resides in the National Conference. Its powers and duties are to:

6.1.1 From the provisions of this constitution.

6.2 The National Executive Committee

6.2.1 The National Executive Committee shall consist of:

- 6.2.1.1 the Chairperson of SACPO;
- 6.2.1.2 1 Deputy Chairperson
- 6.2.1.3 General Secretary
- 6.2.1.4 Deputy General Secretary
- 6.2.1.5 Treasurer General
- 6.2.1.6 And 9 Additional Members who are elected separately by the National General Conference;
- 6.2.1.7 The head of the administration.

6.2.2 The National Executive Committee shall:

- 6.2.2.1 Meet at least once every two months and when the need arises;
- 6.2.2.2 Exercise day-to-day executive authority;
- 6.2.2.3 Act in accordance with the directions of the National General Conference
- 6.2.2.4 Submit a report of its activities during the previous financial year to the National General Conference
- 6.2.2.5 Develop, review and adopt SACPO's administrative policies.

6.3.2 The National Executive Committee shall have the power from time-to time to:

- 6.3.2.1 acquire and control property;
- 6.3.2.2 open any banking account;
- 6.3.2.3 invest money;
- 6.3.2.4 appoint the head of administration, who will also act as a secretary in terms of section 95 of the Labour Relations Act No. 66 of 1995, as amended;
- 6.3.2.5 make representations to both public and private colleges;
- 6.3.2.6 Develop the criteria for associate membership;
- 6.3.2.7 do all such things as are necessary for the exercise of the power and authority described in clause 8.2 of the SACPO constitution;
- 6.3.2.8 determine the signatories required for the operation of any banking account;

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- 6.3.2.9 recruit, appoint, promote and discharge employees;
- 6.3.2.10 take disciplinary action against any employee;
- 6.3.2.11 establish and maintain any non-contributory or contributory pension, superannuation, provident and benefit funds for the benefit of employees of SACPO;
- 6.3.2.12 give pensions, gratuities and allowances to and make payments for or towards the insurance of any persons who are employees or ex-employees of SACPO and the wives, widows, families and dependants of such persons;
- 6.3.2.13 Establish and review the Working Groups as deemed necessary;
- 6.3.2.14 appoint each of the additional members to Chairpersonship of a specific Working Group;
- 6.3.2.15 stipulate that the holder of an office from amongst the office bearers shall attend exclusively to the business of SACPO, during such period, or for a minimum amount of time during a period and on such conditions as to payment or otherwise as may be determined by it from time to time; and
- 6.3.2.16 exclusively determine representation of SACPO in all Intergovernmental structures and other forums. Such representatives shall table reports to the National Executive Committee at least quarterly.

6.4. The Office Bearers

6.4.1 The Office Bearers shall consist of:

- 6.4.1.1 The Chairperson /President of SACPO;
- 6.4.1.2 Deputy Chairperson/President of SACPO.
- 6.4.1.3 General Secretary of SACPO
- 6.4.1.4 Treasurer General of SACPO

6.4.2 The duties of the office-bearers are as follows:

CHAIRPERSON/PRESIDENT

The chairperson shall: -

1. Preside at all meetings of the National General Conference and National Executive Committee;
2. Be the custodian of the decisions taken by the National General Conference and National Executive Committee;
3. Enforce observance of this constitution by the members, delegates and office bearers;
4. Sign minutes of the meetings;
5. Delegate such other functions as are necessary to the deputy chairpersons;
6. Perform such other duties as may be associated with this office;
7. Represent SACPO at all formal or ceremonial occasions; and
8. Perform such other functions as may be delegated by the National Executive Committee from time to time and
9. All other responsibilities as per section 7.1 of the MOI

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DEPUTY CHAIRPERSONS

The deputy-chairpersons shall:-

1. Carry out such functions as are delegated to them by the Chairperson in terms of the above; and
2. Represent the Chairperson in carrying out such of the Chairperson's duties as may be required by him or her from time to time.

SECRETARY GENERAL

It shall be the duty of the Secretary General to:

1. Keep correct minutes of the Company
2. Handle all correspondence of the Company
3. Keeps a record of resolutions by Annual General Council and National Executive Committee
4. File reports of the representatives of the Company in other bodies
5. Send copies of minutes of the meetings to all members at least seven (7) days prior to the next meeting
6. Carry out any other duties delegated to him/her by or with approval of the NGC
7. Presents the NEC report(s) to NGC and Annual General Meetings.
8. Shall be one of the signatories of the Company's bank account.

THE DEPUTY SECRETARY GENERAL

The Deputy Secretary General shall :

1. assist the Secretary General and shall in the absence or inability of the Secretary General take over all powers and duties of the Secretary General.
2. perform any duty assigned by the Working Committee and/ or the NEC

THE TREASURER GENERAL

The Treasurer General shall;

1. Receive and bank all monies of the Company
2. Keep records of monies received by him/her, and keep full records of assets and liabilities of the Company
3. keep accounting records supported by vouchers which must be capable of audited by a recognised auditor
4. Present when required, financial statements at NEC, NGC and other meetings of the Company
5. Draw up and present a Budget to the Annual General Council meeting
6. Co- sign all cheques and withdrawals from any place of financial deposit or delegate such authority, but remaining accountable.

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7 SACPO WORKING GROUPS

7.1 Purpose and Objectives

- 7.1.1 Working Groups are structures of the NEC, that deal with detail on behalf of the NEC and their main purpose is to encourage, ensure and promote college matters which, inter alia, will include:
- 7.1.2 Cooperative governance;
- 7.1.3 Consultation and coordination; and
- 7.1.4 Participative decision-making.
- 7.1.5 The Working Groups, within their derived mandate, must develop policies, strategies and programmes to address critical college issues; and
- 7.1.6 Working groups must serve as a forum through which organized colleges can consult on an administrative level in order to contribute towards the creation of a sustainable and working higher education system

7.2 Competencies of National Working Groups

- 7.2.1 The role of the working groups is limited to:
 - 7.2.1.1 Providing ideas, advice, contacts, political insight and support on the assigned areas of focus to SACPO,,s political governance structures, both provincially (PEC) and nationally (NEC);
 - 7.2.1.2 Making policy recommendations to the NEC;
 - 7.2.1.3 Monitoring the process of policy conceptualization, design and implementation;
 - 7.2.1.4 Effect meaningful Participation of Working Group members in the Higher Education and intergovernmental structures as mandated by the SACPO leadership;
 - 7.2.1.5 Identify any potential problems and conflicts with the intention of finding acceptable and lasting solutions; and
 - 7.2.1.6 Facilitate the determination of TVETs priorities, which should be addressed in the short, medium and long terms.

8 Composition and Membership of National Working Groups

- 8.1 The Chairperson of a National Working Group shall be appointed by the National Executive Committee from the additional members and/or the co-opted members.
- 8.2 Colleges shall also be entitled to directly nominate representatives to serve on a National Working Group.
- 8.3 In order to ensure that the size of national working groups remains at a manageable level, the National Executive Committee shall be entitled to select from the list of college nominees based on the following criteria:
 - 8.3.1 Level of subject expertise or experience.
 - 8.3.2 Geographic representation.

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- 8.3.3 Representation.
- 8.4 The term of office of working group members shall coincide with that of SACPO Office Bearers.
- 8.5 A vacancy that occurs in the working group shall be filled by the National Executive Committee after receiving new nominations from the college member concerned.

9 Roles and Responsibilities of the Chairpersons of Working Groups

- 9.1 To chair the meetings of the working group
- 9.2 To liaise with the working group co-ordinator regarding the agendas of the working group meetings and the implementation of working group programmes
- 9.3 To direct any concerns regarding the operation of the working group to the Head of Administration at national or provincial level respectively or his/her nominee
- 9.4 To report to the National Executive Committee (National Working Group) on the recommendations and activities of the working group.
- 9.5 In the absence of the Chairperson, the remaining members of the working group shall elect another member to act as a chairperson until the Chairperson is available.

<p>1. Lecturer Development</p> <ul style="list-style-type: none"> 1.1 Efficient Utilization of the skills Development Levy funds 1.2 Work Integrated Learning 1.3 Lecturer Support System 1.4 Acquisition on of formal Qualifications 	<p>2. Student Development</p> <ul style="list-style-type: none"> 2.1 Review of bursary allocations 2.2 Management of CSTO 2.3 Implementation of Sector Skills Plan
<p>3. Project Management</p> <ul style="list-style-type: none"> 3.1. Lotto Funding 3.2 NSF 3.3 ETDP 3.4 FP&M SETA 	<p>4. Stakeholder Management: SETA</p> <ul style="list-style-type: none"> 4.1 Coordinating of SETA offices in TVETS colleges 4.2 Manage and operationalise NSDS III Requirement

There is one level of reporting that must be observed for purposes of maintaining the integrity of the advocacy and lobbying role of SACPO. First, the internal reporting to the organisational executive structures, namely the NEC must be complied with. This includes the mandatory reporting of directors to the NEC.

Second, the external reporting to the organisational membership, namely the colleges, must be complied with.

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10 Internal reporting

The rationale behind internal reporting is to reconcile the mandate with the message that was delivered and to reflect on how the message was received. For reporting from a national structure, the national representative is required to report to the NEC on a quarterly basis, as the case may be, on:

- The main points forming the crux of the submission;
- Contentious issues which may have arisen;
- Any concessions made, or obstacles identified; and
- Any advances scored by SACPO.

11 External reporting

The rationale behind external reporting is to close the loop between the mandating processes and the eventual policy or legislative developments that resulted from the engagement. In this regard, the NEC must release a summarised report to member colleges on all reports that may have been

12 Reporting lines within SACPO Governance Structures

The reporting lines in the SACPO governance structures are as follows: STRUCTURE	REPORTING LINE
National Executive Committee	National Members Assembly and National Conference (member colleges in between)
National Working Groups	National Executive Committee

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