



**Higher Education Facility Management Association of Southern Africa**

## **ESTABLISHMENT OF PROVINCIAL OR REGIONAL CHAPTERS OF HEFMA**

### **TERMS OF REFERENCE**

Document Version: 1.0



# TABLE OF CONTENTS

- 1. Background \_\_\_\_\_ 1
- 2. Purpose of the Provincial or Regional Chapters \_\_\_\_\_ 1
- 3. Role of the Provincial or Regional Chapters \_\_\_\_\_ 1
- 4. Responsibilities of the Provincial or regional Chapter Chair/Convenor \_\_\_\_\_ 2
- 5. Responsibilities of Provincial or regional Chapter Members \_\_\_\_\_ 2
- 6. General \_\_\_\_\_ 2
  - 6.1 Membership ..... 2
  - 6.2 Quorum and Decision-making ..... 4
  - 6.3 Frequency of Meetings..... 4
  - 6.4 Agenda, Minutes, and Decision Papers..... 5
  - 6.5 Proxies ..... 5
  - 6.6 Ethics and Core Values..... 5

## 1. BACKGROUND

The Higher Education Facility Management Association of Southern Africa is growing and the pressure to keep growing cannot be ignored. In line with its strategic objective to position itself at the center of championing Infrastructural & Facility challenges afflicting the Higher Education sector and being a vehicle which progresses it to the next industrial revolution and beyond through realization of Sustainable Development Goals, HEFMA which traditionally comprised of Universities has recently welcomed the TVET Collages on board as part of the broader family of institutions of higher learning.

Given this continuous quantitative growth HEFMA is therefore charged with the responsibility to also to enhance quality management and ensuring that the quantitative growth in membership is directly proportional to qualitative growth of the organization. While we acknowledge that all member institutions are equal members of the organization, we equally appreciate that their circumstances differ, and their historical backgrounds also vary. This then presents the organization with responsibilities of primarily inducting newer members (particularly TVET Colleges) and bringing on par those who may be lagging behind. Our objective is underpinned by ensuring that the sector generally and our member institutions in particular have world class infrastructure and facilities that support and provide an enabling environment for the academic programme to thrive, excel and be internationally competitive.

## 2. PURPOSE OF THE PROVINCIAL OR REGIONAL CHAPTERS

The Provincial or Regional Chapters (PRC) will coordinate benchmarking on industry good practice and proven solutions to existing challenges, coordinate cooperation and collaboration on matters of common interests with member institutions in that Province or Region. Identify areas of challenge in local member institutions and required interventions, therefore. They will also mobilize and Induct local TVET colleges in the province or region including fostering active participation in HEFMA programmes.

## 3. ROLE OF THE PROVINCIAL OR REGIONAL CHAPTERS

The Provincial or Regional Chapters (PRC) will be in place to be an extension of and be a recommending body to the Executive Committee of HEFMA. They will meet every Two (2) months, or on ad-hoc basis at the discretion of the chair/convenor to address emergent issues that require their consideration. The mandate of the Provincial or Regional Chapters is as follows:

- Coordinate benchmarking on industry good practice
- Coordinate cooperation and collaboration of institutions on areas of common interest
- Provide EXCO with, reports, recommendations, advice and feedback on inputs, proposals, challenges and sought interventions from member institutions in the province or region.
- Provide progress reports to EXCO on mobilization and induction of TVET Colleges including their expectations from HEFMA
- Facilitation of availability and validation of information
- Foster institutions (*within its jurisdiction*) participation in and response to the HEFMA benchmarking exercise which is a data sourcing project aimed at understanding each institutions status quo, challenges and the nature of interventions sought.
- Promotion and marketing of HEFMA brand across institutions of higher learning in the province.
- Sharing of information, lessons learnt and proven solutions to existing challenges
- Use influence and authority to assist the HEFMA in achieving its objectives
- Ensure that all decisions are accordingly recorded and communicated to stakeholders

#### **4. RESPONSIBILITIES OF THE PROVINCIAL OR REGIONAL CHAPTER CHAIR/CONVENOR**

The Provincial or Regional Chapter shall have a Chair/Convenor who shall play a lead role in coordination of the chapter's activities and programmes. Should the appointed chair be unable to attend a meeting, institutional members may select a member of the chapter to serve as Chair for that specific meeting. Note that the outsourced service providers shall not serve as Chapter members nor Chairs.

The responsibilities of the Chapter Chair are as follows:

- Coordinate all Chapter activities and initiatives
- Sets the agenda for each meeting and chair meetings
- Ensures that agendas and supporting materials are delivered to members in advance of meetings
- Ensures that the composition of the meeting is properly constituted and has the quorum
- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting
- Clarifies and summarizes what is happening throughout each meeting
- Keeps the meeting moving by putting time limits on each agenda items and keeping all meetings as short as practicable
- Encourages broad participation from members in discussion by calling on different people
- Ends each meeting with a summary of decisions and assignments
- Follows up with absent members to obtain their input

#### **5. RESPONSIBILITIES OF PROVINCIAL OR REGIONAL CHAPTER MEMBERS**

The responsibilities of the Individual Chapter members are as follows:

- Understand the goals, objectives, and strategic role of HEFMA within the sector
- Understand and represent the interests of institutions within the jurisdiction of the chapter
- Take a genuine interest in the outcomes and overall success of the chapter and HEFMA
- Act on opportunities to communicate positively about HEFMA and the chapter.
- Ensure that the chapter is making sensible progress.
- Check that the chapter's programme is aligned with the HEFMA strategic goals
- Reputably represent HEFMA and hold it in high regard

### **6. GENERAL**

#### **6.1 Membership**

The table below lists the institutional composition of the Steering Committee, however the representation from institutions is not only limited to the person/s listed hereunder.

No.	Provincial Chapter	Name	Title	Organization
1	Far North Regional Chapter	Hamelton Mhangwana	Nominated Chair	University of Limpopo
		Lesiba Ramakandi	Member	University of Limpopo
		Rotenda Ramufhuphi	Member	University of Venda
		Takalani Phosiwa	Member	University of Venda
		Dennis Mokotedi	Member	University of Mpumalanga
		M.C Ramosibudi	Member	Mopani TVET College
2	North Gauteng Regional Chapter	Venessa Ranjit	Member	Tshwane University of Technology
		Ludolf Van Der Merwe	Nominated Chair	University of Pretoria
		Yandisa Lengoasa	Member	Sefako Makgatho Health Sciences University
		Irvin Da costa	Member	University of South Africa
3	South Gauteng Regional Chapter	Joe Manyaka	Member	University of Johannesburg
		Israel Mogomotsi	Member	Wits University
		Connie Mokobane	Nominated Chair	Wits University
		Leonard Swana	Member	Vaal University of Technology
4	Central Regional Chapter	Hendrik Esterhuizen	Member	North-West University
		Albert	Member	Orbit TVET College
		Maureen Malaka	Nominated Chair	Sol Plaatje University
		Nathi Mndawo	Member	Central University of Technology
		Nicho Van Jense Rensburg	Member	University of Free State
5	KwaZulu-Natal Provincial Chapter	Thabani Mhlongo	Nominated Chair	Durban University of Technology
		Kenyata Makhoba	Member	Mangosuthu University of Technology
		Winston Ponsamy	Member	University of KwaZulu-Natal
		Themba Mkhize	Member	University of South Africa
		Jeenen Grimsley	Member	University of Zululand

6	Western Cape Provincial Chapter	Matholi Hlophe	Nominated Chair	University of Cape Town
		Jairaj Ramchander	Member	University of Western Cape
		Caxton Manyumwa	Member	Cape Peninsula University of Technology
		Nadeem Gafieldien	Member	Stellenbosch University
7	Eastern Cape Provincial Chapter	Sisa Mbeki	Nominated Chair	Walter Sisulu University
		D. Barnard	Member	Walter Sisulu University
		Melvyn Syce	Member	Nelson Mandela Metropolitan University
		Kaizer Dlemnyango	Member	University of Fort Hare
		D Van Dyk	Member	Rhodes University
8	Surrounding SADC Countries Regional Chapter	Senate Molapo	Nominated Chair	National University of Lesotho
		Reginald Frank	Member	University of Botswana
		Edwin Thornley	Member	University of Namibia
		Sandile Dlamini	Member	University of Swaziland (Eswatini)

## 6.2 Quorum and Decision-making

### 6.2.1 Quorum

A minimum number of 50%+1 institutional members/representatives are required for quorum purposes for full Chapter meetings.

### 6.2.2 Decision-making Process

The Chapter will use the following process make decisions:

- Majority: a course of action requires support from more than 50% institutional members/representatives who attend the meeting if there is quorum.

## 6.3 Frequency of Meetings

Chapter meetings will be scheduled to take place monthly and on Ad-hoc basis as determined by the chair.

## 6.4 Agenda, Minutes, and Decision Papers

A package will be sent to members three to five business days in advance of a Chapter meeting. This package will include the following:

- Agenda for upcoming meeting
- Minutes of previous meeting.
- A progress reports.
- Decision papers.
- Any other documents/information to be considered at the meeting.

## 6.5 Proxies

Members of the Chapter **can** send proxies to meetings if it is in writing to the chair. Proxies **are** entitled to participate in discussion in meetings but **are not** allowed a role in voting.

## 6.6 Ethics and Core Values

Members of the chapter are to individually and/or collectively conduct themselves in a manner that is ethical and above board at all times. They are also to always uphold the following values, professionalism, integrity, accountability. They are NOT to draw the name of HEFMA into disrepute.