

NOTE: Task teams and *ad hoc* committees formed subject to this policy are structures of the SRC and do not related to Rhodes University's committee reporting structures.

RHODES UNIVERSITY

SRC POLICY FOR *AD HOC* COMMITTEES AND TASK TEAMS, WITH STUDENT BODY PARTICIPATION

Approved by the SRC 03/03/2010

1) Policy Declaration

The motto of Rhodes University (the University) is "Where Leaders Learn". The Student Representative Council (the SRC) is committed to the motto of the University and endeavours to create as many opportunities for students of the University to become actively engaged in projects and schemes of the SRC. The SRC endeavours to achieve this participation by means assigning non-SRC members to *ad hoc* committees and task teams tasked with managing the different projects and schemes. In this way the SRC hopes to achieve greater participation from the student body; encourage the development of new skills; and create an environment of opportunity.

2) Policy Objectives

This policy endeavours to ensure that:

- i) the guidelines and requirements for the creation of *ad hoc* committees and task teams are clearly and unambiguously defined;
- ii) the procedure for assigning non-SRC members to SRC *ad hoc* committees and task teams are clearly and unambiguously defined;
- iii) a greater number of opportunities are available for students to participate and develop new skills; and
- iv) a environment of student participation is fostered.

3) Establishment Procedure

- i) Any member of the SRC may establish an *ad hoc* committee or task team after consultation and approval with the SRC Vice-President Internal.
- ii) A application to establish an *ad hoc* committee or task team will be approved only if the following criteria are met:
 - (1) there is a clear and distinct need for such a body;
 - (2) the establishment of such a body would be appropriate for the suggested task, project or scheme;

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- (3) a clear and unambiguous strategic plan and vision, including the roles, duties and goals, for the body has been compiled;
- (4) the establishment of such a body would be beneficial to the suggested task, project or scheme; and
- (5) there are no alternative means of fulfilling the mandate of the suggested task, project or scheme, which would be more effective.

4) *Ad Hoc* Committee and Task Team

Both the *ad hoc* committees and the task teams envisaged and defined in this policy are related to those which incorporate participation from non-SRC members. This policy is not applicable to *ad hoc* committees and task teams which are composed purely of members of the SRC.

i) *Ad Hoc* Committee

- (1) An *ad hoc* committee is a temporary short term body, which shall remain active for no more than six months, after which time it must be terminated.
- (2) The time of operation of such a body may be extended by an additional six months, by the SRC Vice-President Internal, only under circumstances where it is deemed necessary.
- (3) This body may be terminated before the end of twelve months if the SRC Councillor in involved no longer has a need for the body or the body is not achieving its desired goals.
- (4) Such a body is of an administrative nature, involving matters such as the review or filing of policies, records, reports, applications etc.

ii) Task Team

- (1) A task team is a long term body, which shall remain active for no more than twelve months, after which time it must be terminated.
- (2) The time of operation of such as body may be extended by an additional twelve months, by the SRC Vice-President Internal, only under circumstances where it is deemed necessary.
- (3) This body may be terminated before the end of twelve months if the SRC Councillor in involved no longer has a need for the body or the body is not achieving its desired goals.
- (4) Such a body is of an active and practical nature, involving matters such as the organising of events, facilitating projects, co-ordinating schemes etc.

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5) Administrative Procedure

- i) All bodies established in terms of this policy:
 - (1) may consist of no more than five non-SRC members;
 - (2) must be directly administered and overseen by the SRC Councillor who submitted the application for the establishment of the body;
 - (3) are not required to kept a records of their activities and meetings; and
 - (4) may not handle SRC Class A, Class A Restricted, Class B Restricted, or Confidential documentation or matters.
- ii) The SRC Councillor in charge of the body must regularly report the activities of the body to the SRC Vice-President Internal.

6) Acquisition of Non-SRC Members

- i) The SRC Councillor in charge of the body may approach potential applicants for the body or the SRC Media Councillor can be directed to advertise the need for applications.
- ii) Any potential applicants must submit a letter of motivation for appointment to the body.
- iii) It must be made clear to all applicants that their tenure on the bodies is subject to the period of operation of the body and may be terminated in terms of section 4(i)(3) and section 4(ii)(3) of this policy.
- iv) It must be made clear to all applicants that their participation on the body is on a *pro bono* bases and that they are not entitled to compensation or incentives.
- v) All applications shall be reviewed by the SRC Councillor in charged and a list of the most suitable applicants shall be compiled from the applications.
- vi) The list of suitable applicants must be affirmed by the SRC Vice-President Internal.
- vii) Once affirmed all applicants must be informed of the outcome of their applications.
- viii) Any non-SRC member of a body established in terms of this policy may be removed from such as body by the SRC Councillor in charge, in consultation with the SRC Vice-President Internal

7) Policy Amendment

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- i) This policy may be brought before the SRC Council, by the SRC Vice-President Internal, for amendment.
- ii) This policy may be amended by a two-thirds majority vote of the SRC Council.