



Policy on the Advisory Board for Tompi Seleka College of Agriculture

REF: S.6/P

2017 Edition

Date of approval: 11 September 2017

Recommended by:



Head of Department

(Maisela, RJ)

2017-09-06

Date

Approved by:



Hon MEC for Agriculture and Rural Development

Mapula Mokaba-Phukwana

11/9/2017

Date

Table of Contents

	Page
1. Acronyms and abbreviations	1
2. Executive summary	2
3. Introduction	2
4. Purposes and objectives	2
5. Authority	2
6. Legal Framework	2
7. Scope of application	2
8. Definitions	2
9. Policy pronouncements	2
9.1 Appointment of the members of the Advisory Board	3
9.2 Powers and authority	3
9.3 Functions	3
9.4 Meetings	4
9.5 Allowances	4
9.6 Term of Office	4
10. Default	5
11. Inception date	5
12. Termination and review	5
13. Enquiries and reporting	5



1. Acronyms and abbreviations

CEO	Chief Executive Officer
HOD	Head of Department
MEC	Member of Executive Council
LDARD	Limpopo Department of Agriculture and Rural Development



2. Executive Summary

The Policy on the College of Agriculture Advisory Board deals with all matters regarding the Advisory Board of the College. It discusses matters such as appointments, meetings, minutes of meetings, compensation, etc. in detail.

The legal framework in which this Policy vests, is stipulated and the functions of the Advisory Board described.

3. Introduction

Both College of Agricultures in Limpopo utilise the services, advice and leadership of an Advisory Board. In this way, the College as well as the students and lecturers benefit.

The contribution brought by the Advisory Board, cannot be overemphasised, since the Advisory Board enjoys membership of high ranking persons within the agricultural sector. The influence of the Advisory Board adds to the efficiency of the College and opens doors to students, researchers and academic staff alike.

4. Purpose and objectives

The purpose of this policy is to:

- (a) Provide guidelines on the appointment of members of the College of Agricultures Advisory Board.
- (b) Set out the scope and terms of reference of the Advisory Board.
- (c) Regulate the payment of travel and subsistence allowances to Advisory Board members.
- (d) Set out parameters for the determination of sitting allowances for members of the Advisory Board.

5. Authority

This Policy on the Advisory Board is issued under the custodianship of the Hon Member of the Executive Council (MEC) for Agriculture and Rural Development in Limpopo and the Head of Department (HOD) as the Accounting Officer.

6. Legal Framework

The Policy is established in terms of the following statutes and policies:

- The Constitution of the Republic of South Africa
- Public Finance Management Act 1999 (Act No.1 of 1999)
- Treasury Regulations, 2005
- Higher Education Act (Act 101 of 1997)
- Further Education and Training Act (Act 98 of 1998)
- Tariffs guidelines: Department of Transport

7. Scope of Application

This Policy is applicable to the Advisory Board of Tompi Seleka College of Agriculture.

8. Definitions

College: Refer to Tompi Seleka College of Agriculture

Students: Refer to students registered for training at Tompi Seleka College of Agriculture

9. Policy pronouncements

9.1 Appointment of the members of the Advisory Board

The Advisory Board is appointed by the MEC for the Limpopo Department of Agriculture and Rural Development (LDARD) on a part time basis, in consultation with the College Principal. The Advisory Board should be composed of individuals who bring specialist advice and insight into student concerns, funding landscapes, business and policy context that will affect the future of agricultural education. Members of the Advisory Board should be suitably experienced and/or qualified in the sector and the implications for academic leaders and managers. The membership may be drawn from (but is not limited to) the following areas:

- 1) The Principal (ex - officio)
- 2) Vice Principals- academic and learner support (ex - officio)
- 3) Vice Chancellors, Chancellors and Members of University Councils, Deans of Faculties and/or Higher Education Staff Members
- 4) Directors and CEO's of notable businesses engaged in the agricultural sector
- 5) Members from higher education sector agencies in quality assurance and enhancement
- 6) Civic leaders involved in local and regional public engagement activities on socio-economic and political issues
- 7) The Registrar of the College
- 8) Members from organised farmers or agriculture commodity groups

9.2 Powers and authority

- (a) The Advisory Board's main function is to advise.
- (b) The Advisory Board does not have any decision-making power in relation to the performance of a function or the exercise of a power of the College of Agriculture. This includes the functions and powers conferred on the College by the relevant act and policies.
- (c) The responsibility for managing the affairs of the College and for the exercise of the functions and powers of the College rests with the Principal. The chair of the Advisory Board may request that reports, document and information in relation to the functions of the College be provided to the Advisory Board in order for it to perform its function.
- (d) Only that information which is necessary to enable the Board to perform its functions properly can be requested by the Advisory Board from the Principal.
- (e) The principal must have regards to the advice and recommendations given by the Advisory Board (irrespective of whether or not the advice and recommendations were given in response to a request), but the board cannot give any directions to the principal. The Principal is thus required to consider the advice and recommendations of the advisory board, but is not bound by them. The Advisory Board is accountable to the MEC of LDARD.

9.3 Functions

Functions include the following:

- (a) Provide advice to the College in line with the strategic plan of the LDARD and to offer advice on the overall strategic direction of the College.
- (b) Provide academic input and support for the College's learning programmes in support of the vision and mission of the College.
- (c) Help establish and develop the College's position within networks of academic practices both nationally and internationally.
- (d) Advise on fund raising strategies and opportunities such as liaison with stakeholders.

9.4 Meetings

9.4.1 Number and length of meetings

Advisory Board can meet quarterly, but must meet at least twice annually (as a minimum). Additional meetings may be called as needed for good programme coordination. Length of the meeting must be determined by the chairperson of the Advisory Board.

9.4.2 Meeting minutes

The Registrar will serve as the secretariat of the Advisory Board. The files will be maintained in the office of the Registrar. The format of the minutes shall be determined by the committee during their first sitting of the Advisory Board.

9.4.3 Meeting notices and agenda

The chairperson in concert with the secretary and other delegated members prepares notices of meetings, including the agenda. The secretary distributes the meeting notice with its associated agenda at least two weeks before the meeting date.

9.5 Allowances

9.5.1 Meeting Allowances

Advisory Board members shall be paid a sitting allowance for each meeting held as determined. The allowance paid shall be determined in accordance with the recommendations of National Treasury's Central Evaluation Committee.

9.5.2 Subsistence and Travel Allowances

Advisory Board members shall be paid Subsistence and Travel allowances in accordance with section 3.11 of the Transversal Financial Policy.

- Advisory Board members shall be paid a travel allowance to reimburse them for expenditure incurred in terms of the kilometres travelled to and from the meetings as determined in accordance with the Transport Handbook on Tariffs for the use of Motor Transport as amended. (Tariffs guidelines: Department of Transport).

9.6 Term of office

Members of the Advisory Board serve in their individual capacity for a fixed term of three (3) years, with the possibility of renewal for a second term (if invited to do so) to ensure continuity. At each first annual meeting the Advisory Board, with support from the MEC for LDARD will review the composition of the Advisory Board and make recommendations for additions or modifications.

Should any member of the Advisory Board wish to discontinue membership before the end of the term, he/she should do it in writing.

10. Default

No deviation from this Policy will be allowed. Should any deviation from this Policy be needed, it will only be permitted (i) after submission of a proper written motivation to the HOD and (ii) with the written permission of the HOD.

11. Inception date

The inception date of this Policy is the date of approval (as indicated on the cover page of this policy document.)

12. Termination and review

This Policy will be reviewed every three years (or as and when a need arise).

Should the Policy still be in the review process by the time it lapses, an extension period is applicable and the approved Policy remain valid until the reviewed version is approved.

13. Enquiries and reporting

All enquiries regarding this Policy on the Advisory Board, should be directed towards: Tompi Seleka College of Agriculture at 013 264 5300.

The specific College of Agriculture is responsible for the timeous review, circulation, advocacy, availability and feed-back regarding this policy document. The specific College of Agriculture is responsible for reporting towards oversight bodies in the event of enquiries with regards to this policy document.

Recommended by:


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Head of Department

(Maisela, RJ)

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Hon MEC for Agriculture and Rural Development

Mapula Mokaba-Phukwana (MPL)

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