

Portfolio: Secretary General
Name & Surname: Marc Rudolph
Email: marcjr@sun.ac.za

Studenteraad
Students' Representative Council

021 8082493 tel
021 8083735 faks | fax
www.sun.ac.za/sr
sr@sun.ac.za

Privaatsak | Private Bag X1
Matieland
7602



Stellenbosch SRC 2015/16

Term report 1

September 2015 – November 2015

Portfolio: **Secretary General**

Member: **Marc Rudolph**

Contact email: marcjr@sun.ac.za

Date: **25 November 2015**



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General overview

Personal reflection

No issues, the handover and transition of the portfolio were smooth.

Portfolio overview

Internal communication, agendas and minutes of the meetings were done accordingly and within the scope of the Student Constitution. Some incidents of miscommunication and individuals withholding information took place but was identified and rectified. Statements

Portfolio responsibilities overview

Agendas and minutes were done accordingly and fell within the scope of the constitution, including the concomitant update of the website with the information. Internal communication improved to the end of the term once the members started working together in the system. Statements were drafted in time and members were given an adequate time to respond.

Committee overview (i/a)

The committee only consisted of the minute takers; there were no problems in this area, members were committed and the work was done accordingly.

Portfolio Priorities

Posting agendas and minutes in time on the website. Ensuring the continuous flow of internal information between members.

How can the portfolio be improved?

Making use of the sharepoint account for better flow of information and better communication internally, lot of information isn't being shared.



Responsibility overview

Responsibility 1: Agendas and minutes

Overview of responsibility

Setting the agendas for meeting and minutes of the meeting.

Desired outcomes of responsibility

No mistakes, capturing the important information in the minutes and posting it in time.

Outcomes achieved with responsibility

All achieved.

How can the execution of this responsibility be improved?

All SRC members should give their input on the minutes and share their agenda points in time.

Responsibility 2: Updating the website

Overview of responsibility

Adding agendas, minutes, statements and motions to the website.

Desired outcomes of responsibility

Everything should be added in time or as soon as possible depending on the specific document.

Outcomes achieved with responsibility

Agendas and meetings were added in time and the statements were added.

How can the execution of this responsibility be improved?

SRC members giving their input in time and sending the statements in time.

Responsibility 3: Internal communication

Overview of responsibility

Ensure that all the relevant information reaches all the relevant members.

Desired outcomes of responsibility

All relevant information is received in time.

Outcomes achieved with responsibility

Majority of the time the outcome was achieved but there were a few isolated incidents.

How can the execution of this responsibility be improved?

SRC members not withholding information and acting solely when there are other portfolios that are relevant in the specific context.

Supplementary Responsibilities

Supplementary responsibilities are responsibilities that are day-to-day, but not major enough to be defined individually.

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Overview of Supplementary Responsibilities

- Office work
- Checking in on different tasks
- Assisting other portfolios
- General problem solving and assistance

How can the execution of these responsibilities be improved?

-



Supportive Information

Relevant contact information

-

Budgetary overview

Budget has not been finalised yet.

Project overview (i/a)

Project 1

Setting up the sharepoint account to ensure that members know when important dates are and to have access to the information they need.

Overview of Term

Week 1 (14 – 20 September)

Coming into office, working on the Elsenburg issue, first official SRC meeting (agenda posted).

Week 2 (21 – 27 September)

Posting minutes, executive meeting, setting agenda.

Week 3 (28 – 3 October)

Second meeting, posting minutes, executive meeting.

Week 4 (4 – 10 October)

Executive meeting, setting agenda.

Week 5 (11 – 17 October)

Final meeting for the term, executive meeting, posting minutes.

Week 6 (18 – 24 October)

Final executive meeting, posting minutes, student protests start.

Week 7 (25 – 31 October)

Concluding term, planning for next year.

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