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Stellenbosch SRC 2015/16

Term report 1

September 2015 – November 2015

Portfolio: (Societies Council)

Member: (Kara Meiring)

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Date: (20/01/2016)



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General overview

Personal reflection

This portfolio is both very challenging and very exciting at the same time. I get to work with a lot of different stakeholders in the university and to help ensure diversity and inclusivity on campus by strengthen the various societies.

Portfolio overview

This portfolio manages and administrates all the different societies on campus.

Portfolio responsibilities overview

This portfolio is responsible for managing all the different societies on campus. The portfolio is responsible for registering all societies, having bi-weekly meeting and promoting societies around campus.

Committee overview (i/a)

All the different societies on campus are involved in this portfolio, but the main role players are the members of the Societies Council Executive Committee.

Portfolio Priorities

The priorities in the first term included getting all the societies registered, allocating notice boards and office spaces and establishing an executive committee

How can the portfolio be improved?

After the first term everything has run smoothly. There can perhaps be improved on making sure the portfolio still function effectively during disruptions and student protest.



Responsibility overview

Responsibility 1: Chairing meetings

Overview of responsibility

The Societies Council Chair is responsible for chairing weekly executive meetings and bi-weekly societies council meetings.

Desired outcomes of responsibility

Chairing these meetings ensures that the societies can function to the best of their abilities and ensure that students achieve success on campus.

Outcomes achieved with responsibility

Thus far all administration and societies events have run smoothly and communication between the societies and the executive committee is open and clear.

How can the execution of this responsibility be improved?

It can be improved by making sure meetings are limited to a certain amount of time and all agenda items are dealt with thoroughly.

Responsibility 2: Registering all societies

Overview of responsibility

The Societies Council has to register all societies at the beginning of the term. This included making sure they have a cost point, are allocated office and notice board space and appear on the societies council website.

Desired outcomes of responsibility

Ensuring all administration runs smoothly.

Outcomes achieved with responsibility

All societies were successfully registered.

How can the execution of this responsibility be improved?

Emphasising the important of societies handing in their documentation for re-registration at societies meetings.

Responsibility 3: Establishing an executive committee

Overview of responsibility

The Chairperson has to call a meeting where an executive committee is elected. Vacant spaces has to be filled through an interview process.

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Desired outcomes of responsibility

Making sure a successful and efficient executive committee is established that will assist the portfolio throughout the year.

Outcomes achieved with responsibility

A highly qualified and extremely passionate executive committee has been appointed, through both voting and an interview process.

How can the execution of this responsibility be improved?

More members could be encouraged to stand, ensuring that there are no vacant spaces after election and saving a lot of time and effort in avoiding the interview process.

Supplementary Responsibilities

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

Overview of Supplementary Responsibilities

Making sure the societies are able to function in their day to day activities. Assisting all societies and helping with their events where possible/needed.

How can the execution of these responsibilities be improved?

Setting up a system for dealing with queries i.e. assigning certain executive members to specific societies.



Supportive Information

Relevant contact information

Attached documentation: All Societies Contact Details
All Prim Contact details

Finance: Gabriel Scheepers: gabriels@sun.ac.za

Website: Jan du Toit: 021 808 9137

Neelsie+Rooplein: Nicky Adams: nadams@sun.ac.za

SSG: Brandon Como: como@sun.ac.za

Budgetary overview

Still tbc by SRC Treasurer

Project overview (i/a)

Strategic planning meeting

This meeting was scheduled for the whole executive committee to discuss the year ahead and all the projects that we would like to take on.

Treasurer training:

This was supposed to happen during the last week of class, but due to protest action it had to be re-scheduled for the first week of the new year

Project 3

Overview of Term

Give a weekly overview of the term

Week 1 (14 – 20 September)

Info sessions with previous chair (Arnim Ritter)

Week 2 (21 – 27 September)

Hand-over function – official hand-over to new Societies Council Chairperson

Week 3 (28 – 3 October)

Election of executive committee

Interviews with candidates

Week 4 (4 – 10 October)

Registration of Societies

Week 5 (11 – 17 October)

Registration of Societies

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Week 6 (18 – 24 October)
Planning for the year ahead

Week 7 (25 – 31 October)
Planning for the year ahead

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Addendums

**Addendum 1 - All Societies Contact
Details**

Addendum 2 - All Prim Contact details

Addendum 3