



STUDENTS' REPRESENTATIVE COUNCIL
IBHUNGA ELIMELE ABAFUNDI
STUDENTERAAD



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1918 - 2018

SRC 2021/22 TERMREPORT I VICE-CHAIRPERSON

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Students' Representative Council
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Constitutional Responsibilities

As the SRC Vice-chairperson my constitutional responsibilities can be split between the duties imposed on me as an SRC member, a member of the SRC Executive Committee and my portfolio specific duties.

As an SRC Member, sections 27 and 32 impose the prevalent duties. Accordingly, I must always act in the best interest of students and to actively promote their constitutionally provided rights. Other specific duties include to represent students on institutional committees, to evaluate and give input on institutional policies, to facilitate projects to the benefit of students and finally to formulate policy in order for the SRC to perform their duties effectively. Section 32 further obligates me to submit a termly report of all my activities during the academic term to the Secretary. Finally, according to section 44 I have to attend an SRC meeting every two weeks during the academic term.

As an Executive Committee member, section 41 and 42 imposes additional obligations. This includes setting the agenda for SRC meetings, managing the day-to-day activities of the SRC, compiling the SRC budget and deciding on portfolio allocations. Finally, I am required to attend weekly meetings.

As the Vice-chairperson I am constitutionally mandated to perform certain internal and administrative duties. This includes evaluating and monitoring the team's performance, maintaining the internal discipline, appointing managers, and supporting the chairperson with administrative tasks.



Portfolio Overview

The Vice-chairperson shares the role of overseeing the SRC with the Chairperson. Key responsibilities of this portfolio include:

- Maintaining the internal relations in the team
- Overseeing and enforcing discipline in the team
- Coordinating the SRC's representation on institutional committees
- Ensuring there are teambuilding
- Promoting leadership development within the team
- Monitoring and evaluating the team's performance
- Appoint Managers



Committees/Task Teams

Council

Council is the highest governance structure of Stellenbosch University and is responsible for the oversight of academic and operational matters. Unique powers of Council include the ability to approve rules and policies, appoint staff, create committees, approve annual budget, determining student fees and establishing faculties.

There has been 2 Council meetings in the first term. The first took place online on the 27th of September and the second took place in the Council chambers on the 2nd of December. Matters discussed in Council are confidential.

Council Language Committee

The Language committee is a committee established by Council which has been delegated to the power of oversight and supervising of the Institution's language policy. It advises Council on language-related matters, advises Management on language implementation and sensitive/urgent/or contentious language matters, and inspects and reports on Senate's language reports.

There has been one meeting of this committee in the past term that took place 2 November 2021. The main agenda point was the finalisation of the new language policy. Other matters for discussion was language reports from the different environments as well as other miscellaneous matters.

Institutional Forum

The Institutional Forum acts as an advisory body to Council on matters relating to the statute, race/gender/equity policies, employing senior staff, creating the institutional culture in line with the institution's values.

There has been 2 IF meetings in the past term. The first meeting was on 14 October and one policy was commented on and the Equality Unit report was reviewed. The second IF meeting took place on 12 November and was a special meeting to consider the final draft of the language policy before it was referred to Council.

Student Achievement Committee

The Student Achievement Committee is convened by the Division of Student Affairs under the direction of the Vice-rector Learning & Teaching. The committee deliberates on and selects the students that are awarded the annual Rectors' Awards in the 6 categories available.

The committee will only be convened in July 2022

Student Parliament Rules Task Team

Refer to Policy Officer term report I



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[RegisterAll Task Team](#)

The RegisterAll Task Team runs the annual SRC project that assists students with registering. This assistance is both informational and financial in nature. The Task Team's functioning is determined each year by the incoming SRC. The general process can however be summarised as following: planning and consultation, advertise, receive requests, send applications and instalment forms, assist with breaking payment into instalments, review applications, submit names to Registrar's office and inform students of outcome.

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Term Overview

After being elected as vice-chairperson, I started the term with a week-long meeting with the chairperson to plan the next term. We discussed our approach to the team, sessions needed to start of our term, and other logistical steps required to ensure operability of the SRC.

I then started planning both the Strategy Weekend and SRC Camp. The Strategy weekend was hosted between the SU Launchlab, SRC office and Boardroom. At this weekend we raised improvements to consider from past SRC's as well as projects we want to undertake as a team. We then discussed and decided on our Vision, Mission, and Mandates. We then went into portfolio planning where we set out what portfolios we want to see in the SRC and the duties attached to each. The weekend concluded with the Executive Committee allocating portfolios based on preferences, discussions during the engagement, and expertise. The program is available on request. The final list of portfolios with our vision and mission has been published and the portfolio duties are available on request.

The next steps was to start the process of deploying SRC members to the various committees we have seats on. I started with the list from last year and supplemented it based on browsing calendars and reading policies. I also contacted the Deputy Registrar responsible for institutional committees to verify my information. The final list consisted of 21 committees and 42 seats therein. Given that 8 seats are elected positions (Council, IF, Senate) and 13 seats are allocated by portfolio, 21 seats had to be allocated by us. I set up a document briefly explaining what each committee does and then sent out a SunSurvey requesting all our members to indicate their preferences for seats. The executive committee met and discussed the feedback and accordingly placed members based on their expertise and portfolio. The final list of committee seats has been published.

Based on the Strategy Weekend outcomes, a list of manager positions was advertised. A mass mailer was sent to all students which included a form to apply and a document setting out what each managerial portfolio entails. I adapted the form this year to be on MS Forms and only asked 2 questions so as to maximise applicants. Using their answers and CV's, I shortlisted candidates and held interviews. My final list of recommendations was presented to the Executive Committee where we deliberated on my 2 choices for each portfolio and finally appointed the members. The process that was followed was very successful in that we received 119 applications for the 9 open positions. This is a marked improvement from the almost 25 applicants last year. Of those 119, 64 were shortlisted for interviews which were held over a span of an exhausting 4 days.

Concurrently to the above two steps, I was organising the SRC Camp. The camp was planned to be a space where we can firstly do some initial training and secondly finalise yearplans and budgets. In this regard, I took the following steps in planning the camp:

- Sourced quotes from 5 different venues that were able to fulfil our requirements
- Drafted a camp program consisting of engagements with Rectorate members, meetings with prior SRC, policy training sessions, transformation workshops, year-planning engagements, budgeting sessions, and teambuilding exercises. The program is available on request.
- Met with and discussed the program with the external stakeholders
- Booked transport for the SRC and external stakeholders

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- Submitted the details of our members to the venue for consideration in the accommodation/catering/ and program planning

The SRC held our camp at Fynbos estate just outside of Malmesbury. It was a success in that we were able to finalise our year plans as well as finalise our draft budget on the camp. The Executive committee met two days later to tweak the budget and finally approve it within our month deadline of coming into office.

Concurrent to the above processes, I undertook a process of gathering details of the members of our team. This included getting clothing sizes, preferred email addresses, dietary requirements, emergency contact details, and other prevalent information. By accumulating all the information as members were elected/appointed, I was able to organise all the functions above without the need to engage with all the member on an ad hoc basis to get required details every time. I also used this process to already place our Blazer orders in early October so that we would receive it ahead of Welcoming Week. This was however not the case since the order was in any case delayed on the supplier's side and we only received our order at the end of January.

At the end of 2021, I organised an SRC potluck in our office as another morale booster. This entailed that each member brings a different dish and we all share a meal in our kitchen. This was a success in that it was a cost-effective way of having the team eat together and have a good time without incurring costs.

I then started work on the SRC's Code of Conduct. I rewrote the Code as the prior codes were inefficient in dealing with misconduct in the SRC and often took an undue time period to resolve matters. The current code will be ratified at the first SRC meeting of the 2nd academic term and is available on request.

At the start of 2022, I organised a pre-registration program. This consisted of a week of trainings and engagements. The idea was to prepare for registration, but more importantly to discuss all the matters and contentious issues we usually do not have time for during the term. To that effect we had internal discussions on Race, Protesting, South African Union of Students, refugee students, and team wellness. We also had trainings on sensitivity and disabilities. To ensure our plans are maximised, I also organised engagements with external persons that can contribute to our term. This included engaging with the Vice-rector for Learning & Teaching, a mayoral committee member for planning, and the Senior Director for Student Affairs. The program is available on request.

My next project was to create templates for the team to use in reporting. I created a year plan template for each member based of their representations at SRC Camp, their portfolio duties as set at Strategy Weekend, and their submitted budgets. Each member was then informed to give content to each project as per the plan so as to be able to explain how exactly their year will be going. I then redrafted a term report template to ensure only required information are shared in the reports.

Finally, I opened applications for an election commissioner to be appointed in the next term. I again set out a MS Form with 2 questions so as to maximise applicants. The link was shared in the mass mailer that was sent to students during January. Additional marketing is still to take place via classrooms and the shortlisted candidates will then be interviewed before we make an appointment.

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General duties in the term included organising SRC and Executive Committee meetings throughout the term. This entailed booking venues and ensuring that we comply with the booking regulations imposed by Division Student Affairs for in-person meetings. It also entailed booking transport whenever the team needed to go to Tygerberg or when the Tygerberg members were driven into Stellenbosch.

Other duties throughout the term entailed maintaining the office supplies by ordering water and having coffee/tea/milk in the office.

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Budget Usage

<u>Project</u>	<u>Amount budgeted</u>	<u>Amount utilised</u>	<u>Amount available</u>
SRC Blazers	N/A	R13 160,60	R4200,69
Meeting Transport	R19 800	?	?
Office Supplies	R11 880	R1 321,24	R10 558,76
SRC Camp	N/A	R45 170,00	N/A
Strategy Weekend	N/A	R6 286,52	N/A
SRC & TSR Mixer	R2 500	R2 401,27	R98,73



Plans for next term

Next term will be spent working on the following projects:

1. Year plan reviews and meetings with members to monitor achievement of goals therein
2. Monitoring compliance with Code of Conduct and ensuring steps are taken in that regard
3. Coordinating committee representation to ensure matters raised to the SRC are dealt with thoroughly at all relevant committees.
4. Appointing a new Social Impact Manager
5. Appointing the Election Commissioner
 - a. Providing assistance to get acquainted with all relevant structures and processes needed to run the upcoming elections
6. Organising a joint camp with the TSR
7. Providing training and workshops to members