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Stellenbosch SRC 2015/16

Term report 1

September 2015 – November 2015

Portfolio: Vice-chair

Member: James de Villiers

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Date: January 2016



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General overview

Personal reflection

Incredibly difficult yet incredibly rewarding. That is the words that I would use to describe the past term of my term as vice-chair of the SRC.

This was the term where we saw students shouting for justice, Stellenbosch was propelled out of its slumber into the heat of national debate. This was a term which Stellenbosch should be proud of, for the first time we saw student apathy die a well deserved death. We saw a university taking change seriously, acting and speaking.

We also saw a divided campus, and now more than ever we need a voice of reconciliation to bring the two poles together. I guess that will be the biggest mistake of my first term at the SRC. The mistake of coming over too one sided and being emotionally driven. I had to do more to engage, I failed in that aspect.

Furthermore, I experienced an emotional roller coaster and immense growth. I learnt how to deal with the pressure of thinking about something the entire time, without rest. I learnt how to engage in a new manner, speaking directly.

I am grateful for the past term. I did my best, but I have a long way to go. Let us never stop fighting for a better future for all.

Portfolio overview

The vice-chair is a very unique portfolio as it is limited in description. Constitutionally it is the second in command, but further than that no definition is given.

Personally, I have defined the portfolio to be a portfolio focussed on managing the internal relations and administration of the SRC. Things like SRC camps, debriefing, moderation, year planning ect. now fall within my responsibilities. I also naturally played a role of trying to find the middle ground on several issues where a deadlock was experienced.

It that sense the vice-chair needs to be un-partisan and reconciliatory, always able and willing to listen to the concerns of other SRC members and the office staff.

I remember several evenings where I sat until midnight listening to the concerns of SRC members as well as the emotional struggle to get members at meetings on time.

Portfolio responsibilities overview

- All internal SRC Human-Resources
 - Including year plans, contact lists, email addresses, phone numbers, internal moderation, SRC camps, office duty lists (60 min per student), collection of all SRC members term reports
 - Appointment process of all managers (currently 5) (4 week process)

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- Engaging with all SRC members on a regular basis
 - Playing a non-partisan role when deadlocks are experienced
- SRC disciplinary committee
 - Checking of SRC code of conduct
 - Approval by SRC
 - Appointment of Disciplinary committee
- Managing of all managers
 - Including contracts and coordination of events

Committee overview (i/a)

The Vice-chair constitutionally only sits on the SRC executive and on the meetings with the Rector's management team.

Portfolio Priorities

- Appointment of managers
 - Improve the process (electronically only)
- Improvement of internal processes
 - Re-drafting of Code of Conduct, Re-drafting of the term-report
- Improve SRC involvement with the welcoming week

How can the portfolio be improved?

It is very important that the roles of the portfolio be clearly defined between the vice-chair and the chairperson to ensure optimum efficiency.



Responsibility overview

Responsibility 1: SRC internal Human Resources

Overview of responsibility

- Office duty-list
 - All SRC members have to do shifts of 60 minutes throughout the weekday to ensure that there's always an SRC member at the office.
- Term reports
 - Ensure that a template for the term report is created and sent to all SRC members. Ensure that all the term reports are online before the start of the next term.
- SRC contact details
 - Assist with the creation of email addresses for all appointed members.
 - Create a complete list of SRC contact details and ensure all relevant parties receive it.
- Year planning
 - Ask all SRC members to give year dates to plan out dates for the year before the start of the next term.
- Debriefing
 - Organise debriefing sessions for the SRC.
 - Very important to improve team dynamic
 - Organise a camp in the start of the next term to start the year on a high note.
- Moderation
 - Establish an internal moderation system for the SRC as to improve the internal workings of the SRC.
- SRC Welcome week coordination
 - Coordinate all SRC related planning of welcome week
- Coordinate with SSVO for extra support for SRC members
- Strategic planning of each SRC member
 - Sent out a document for strategic planning for all SRC members.
Project failed as it's tedious in being.

Desired outcomes of responsibility

An efficient SRC working together to see a truly inclusive campus. Improve internal relations.

Outcomes achieved with responsibility

A lot of work is still necessary to improve the internal workings of the SRC.

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How can the execution of this responsibility be improved?

A clear office conduct needs to be put in place to avoid any uneasiness within the SRC about the use of the offices. Roles within the SRC should also be clearly defined to avoid members working against each other. There should also be a welcoming of the managers once appointed. We didn't have any special welcoming for them.

Responsibility 2: Disciplinary committee

Overview of responsibility

It is constitutionally, the responsible of the vice-chair to chair the disciplinary committee.

Desired outcomes of responsibility

Quick and effective discipline of the SRC to ensure minimum damage.

Outcomes achieved with responsibility

Not at all. Disciplinary committee not appointed.

How can the execution of this responsibility be improved?

The SRC code of conduct needs to be finalised by the out going SRC before it is approved by the new SRC. I had one week to read the code of conduct, re-draft it, send it back to the policy officer and then accept it at the SRC meeting. It is really a dreadful process and needs huge improvements.

Responsibility 3: Appointing of Managers

Overview of responsibility

It is the vice-chairs responsibility to facilitate the process of the appointment of managers.

Desired outcomes of responsibility

Appoint the best members in the shortest amount of time.

Outcomes achieved with responsibility

Achieved

How can the execution of this responsibility be improved?

One huge improvement from the past was that the applications was done entirely electronic which improved the overall access to data for all SRC members.

It is important to note that the responsibility to appoint managers is not given to the exec constitutionally and should hence be voted on in a SRC meeting.

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It is important that the process is clearly defined to avoid loopholes. For example, we had to interview one candidate 3 times, because exec members did not attend the interviews.

We interviewed all applicants this year and there might be a process where a shortlist is created.

Responsibility 3: Acting chair

Overview of responsibility

I've added this responsibility since I was the acting chair for two months while our chairperson was in Belgium. During this the the outsourcing became a part of the campus dialogue while we also struggled to balance academic responsibilities while we knew that workers were suffering. The language debate also came to the fore-front during this time.

Desired outcomes of responsibility

Ensure an effective SRC that is able to continue smoothly. Ensure optimum communication with the chairperson.

Outcomes achieved with responsibility

Unfortunately, being acting chairperson came with an immense amount of additional responsibility that came too difficult to handle while exam was taking place. It should also be noted that SRC member response time decreased dramatically as exam started in full swing, hence it was difficult to finalise several engagements.

How can the execution of this responsibility be improved?

Clear boundaries should be placed by the chairperson to ensure that miscommunication does not occur. Responsibilities should also be shifted around to relieve the pressure experienced by myself.

Supplementary Responsibilities

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

Overview of Supplementary Responsibilities

It is important to note that the vice-chair plays a very supportive role towards the rest of the SRC. It is my personal aim to see every SRC member at least 1 every two weeks for half an hour. I have designed these sessions to be a reflection for these members where I ask 1) What has the SRC done well the past two weeks? 2) what has the SRC done badly the past two weeks 3) where can the SRC improve

Following those I ask the person themselves what 1) they have done well in the past two weeks 2) what they have done badly and 3) where they can improve.

It is also important to note that all projects should be discussed to see where institutional knowledge is required and where you can give input.

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Also the guardian of 4 houses, 3 male and 1 female.

How can the execution of these responsibilities be improved?

Ensure that all SRC members are indeed met at the appropriate times.

Establishment of a new events committee to coordinate all SRC events and see where members can be of assistance.

I would also contact Leslie and Pieter Kloppers to set up a structure for Student Communities to improve the working environment of the staff currently employed by the SRC.

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Supportive Information

Relevant contact information

Tulia George (Head of Office administration)	tulia@sun.ac.za
Sharien Dowries (Reception)	sharine@sun.ac.za
Brandon Como (Student Communities)	como@sun.ac.za
Pieter Kloppers (head of Student Communities)	pwk@sun.ac.za

Budgetary overview (not allocated)

Expenses TOTAL	R28 200,00
Team Building	R4 500,00
SRC Debriefing	R3 200,00
Die Vlakte Plaque/ Statue	R3 500,00
Discretionary Funds	R10 000,00
Shaken Silence Movement	R5 500,00
Milac Funding (MADsquare)	R1 500,00

Overview of Term

Week 1 (14 – 20 September)

- First SRC meeting (remember to have agenda up on time)
- First SRC exec meeting
- Start of office duty roster
- First meeting with Brandon
- Societies Hand-over

Week 2 (21 – 27 September)

- First RMT meeting (ensure that Agenda is set and sent to RMT)
- House meetings
- Managers interview start
- PK meeting
- ABR meeting
- Exec meeting

Week 3 (28 – 3 October)

- SRC hand-over function
- Managerial interviews end

Week 4 (4 – 10 October)

- Student Parliament

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- Discussions with First Year Forum
- Office induction for all SRC Appointed members
- Exec meeting
- Guardian houses jaargesprekke

Week 5 (11 – 17 October)

- Jaargesprekke continue
- SRC meeting
- Metaniao Critical discussion
- Kleinser Gala evening

Week 6 (18 – 24 October)

- SRC debriefing

Week 7 (25 – 31 October)

- SRC exec meeting

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Addendums

Code of conduct

Office duty list

SRC contact list