

# Southern African Emergency Services Institute NPC

(REGISTRATION NUMBER: 2014/162285/08)

## Terms of Reference Nominations Committee



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## SIGN OFF

Approved

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Chairman of the Board

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## REVIEW DATE

**This document will be reviewed every second year from date of approval.**

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## **1. INTRODUCTION**

- 1.1** The establishing of a Nominations Committee of the SAESI Board of Directors is a legislative mandate of the Board of Directors according to the Companies Act as well as prescribed by the SAESI MOI. (MOI 6.3)
- 1.2** This document proposes a model Terms of Reference and standard for the Nominations Committee of the Southern African Emergency Services Institute NPC, to comply fully with the requirements of the Memorandum of Incorporation, Code of Ethics and Conduct, the SAESI Membership document, the Companies Act 71 of 2008 and requirements of good governance as indicated in documents and reports such as the King 3 report.

## **2. ABBREVIATIONS**

- 2.1** In this Terms of Reference, the following abbreviations will have the following meaning(s):
- 2.1.1** AGM – the Annual General Meeting of the Institute and can also be referred to as the Council meeting;
- 2.1.2** SAESI – the Southern African Emergency Services Institute NPC, and the word “Institute” or “Company” will have the same meaning;
- 2.1.3** MOI – the Memorandum of Incorporation of the Southern African Emergency Services Institute NPC;
- 2.1.4** EXCO – the Executive Committee of SAESI;
- 2.1.5** BOD - Board of Directors of the Southern African Emergency Services Institute NPC
- 2.1.6** TOR - Terms of Reference
- 2.2** Any reference to the male will have the same meaning or application to the female, where applicable.
- 2.3** Any reference to the singular will have the same meaning to the plural, where applicable.

## **3. GOOD GOVERNANCE CODE**

- 3.1** The Code states that, there should be a formal, rigorous, transparent, fair and consistent procedure and criteria for the appointment of Prescribed Officers inclusive of Branch Structures, any Committee Members (including Co-opted Members), Working Group Members, Executive Committee, Board of Directors, President and Vice President.

#### **4. NOTES ON THE TERMS OF REFERENCE**

- 4.1** The Executive Director, Chief Executive Officer or Company Secretary, where applicable, (or his/her nominee) responsible for company secretarial duties, will be the secretary to the committee. **Or any person duly appointed and or authorized to perform said duties by the Board of Directors.**
- 4.2** The Nominations Committee will have access to the services of the company secretariat on all working groups, branch and committee matters and records related to the Nominations Committee duties.
- 4.3** The secretary to the committee should ensure that the Nominations Committee receives information and documents in a timely manner as indicated in this Terms of Reference to enable full and proper consideration to be given to the issues.

#### **5. COMPOSITION OF THE NOMINATIONS COMMITTEE**

- 5.1** The Nominations Committee is considered a sub-committee of the Board of Directors as per the Companies Act and the SAESI Memorandum of Incorporation.
- 5.2** The Nominations Committee shall comprise of not less than 4 (four) and not more than 7 (seven) persons, who are considered to have the requisite industry knowledge, experience and skills, to enable them to assume the responsibility of determining the eligibility and merit of the candidacy of persons to be appointed to the Board and/or to obtain and retain Membership of the Company from time to time. **(MOI 6.3.1)**
- 5.3** The Chairman of the Nominations Committee should be an independent Non-Executive Director.
- 5.4** The Executive Director or Chief Executive Officer shall be a standing member of the Nominations Committee and not form part of the number of committee members as referred to in point 5.2 above.
- 5.5** The Term of office for a member of the Nominations Committee saves for the Executive Director or Chief Executive Officer shall be limited to two years.
- 5.6** **Members of the Nominations Committee may be re-elected for a second two-year term of office to ensure continuity within the Sub-Committee and its activities save for the Executive Director or Chief Executive Officer.**
- 5.7** The appointment of the Chairperson of the Nominations Sub-Committee is the mandate of the Board of Directors after the prescribed nomination and election process has been followed by

Council as prescribed by the MOI.

- 5.8** The Board of Directors can appoint an interim Chairperson for the Nomination Committee to ensure either continuity in the Committee or to execute the activities of the Nominations Committee.
- 5.9** After the appointment of the Chairperson of the Nominations Committee, the Chairperson of the Nominations Committee will call for the nomination of members to serve on the Nominations Committee within 30 days after taking of office.
- 5.10** Any member of the Institute or Board member can nominate members for the Nominations Committee on the prescribed nomination form as determined by the Board from time to time.
- 5.11** Nominated persons must comply with the same requirements and criteria as that of a Director of the Board of Directors.
- 5.12** The members of the Nominations Committee must constitute of SAESI members and non-SAESI members. A minimum of 50% plus 1 member of the member pool of the Nominations Committee must be SAESI members. SAESI members nominated to the Nominations Committee must be members from the Executive Committee, a Councilor, the Presidency or members who previously served on one of the mentioned structures **notwithstanding the requirements set out in point 5.11 above.**
- 5.13** Within 30 days after the closing date for the nominations for members of the Nominations Committee, must the Nominations Committee vet all the nominations received. In the absence of members on the Nominations Committee, must the Executive Director or the Chief Executive Officer and the Board of Directors vet all the nominations received.
- 5.14** Within 14 days after the vetting of the nominations for members of the Nominations Committee has been completed, must the Chairperson of the Nominations Committee table the names of the nominees who are eligible to serve on the Nominations Committee to the Board of Directors for appointment to the Nominations Committee.
- 5.15** All nominated members who are elected and **having accepted the election outcome/position, will be** appointed to the Nominations Committee **and** will take office with immediate effect and start with the work activities of the Nominations Committee.

## **6. MEETINGS**

### **6.1 Frequency of Meetings**

- 6.1.1** The frequency with which the Nominations Committee will meet will vary considering the frequency of need to vet and pronounce on nominations but must meet irrespective at least twice annually.

**6.1.2** Meetings can be conducted electronically as stipulated in the MOI.

## **6.2 Notice of Meetings**

**6.2.1** Meetings of the Nominations Committee shall be called by the secretariat of the committee at the request of the Chairman of the Nominations Committee.

**6.2.2** Notice of Meetings shall be communicated at least 30 days prior to the meeting.

**6.2.3** The notice shall include at minimum the meeting venue, time and date and agenda of items to be discussed.

**6.2.4** Notices shall be forwarded to each member of the committee. Supporting documentation and papers shall be sent to committee members and any other invited attendees for the purposes of the Nominations Committee at the same time.

## **6.3 Minutes of Meeting**

**6.3.1** The secretariat shall minute the proceedings and resolutions of all committee meetings, including attendance, quorum, present and resolutions registered.

**6.3.2** Draft minutes of the Nomination Committee meetings shall be circulated within 14 days of the meeting to all members of the committee.

**6.3.3** Once approved, minutes should be circulated to all members and the Board of Directors, and can be published unless in the opinion of the Chairman of the committee it would be inappropriate to do so.

## **6.4 Quorum**

**6.4.1** The quorum necessary for the transaction of business by the Nominations Committee shall be 50% + 1 member.

## **6.5 Confidentiality**

**6.5.1** All proceedings of the Nominations Committee will be confidential and will only be made public after adoption of the minutes of previous meetings.

## **7. REPORTING RESPONSIBILITIES**

**7.1** The committee chairman shall report to the board on its proceedings after each meeting on all matters within its duties and responsibilities.

**7.2** The committee shall make whatever recommendations to the Board of Directors it deems appropriate on any area within its mandate where action or improvement is needed.

**7.3** The committee shall produce a report to be included in the company's annual report about its activities, the process used to make appointments inclusive of the policy on diversity, including gender considerations, any measurable objectives that it has set for implementing the policy and progress on achieving said objectives.

## 8. ANNUAL GENERAL MEETING

- 8.1 The Chairman of the Nominations Committee should attend the Annual General Meeting/ Council Meeting of the Institute to answer any stakeholder questions applicable to its activities and mandate.

## 9. DUTIES AND RESPONSIBILITIES

- 9.1 The content herein quoted from the Memorandum of Incorporation to be read as unequivocally applicable to all nominations and vetting processes for the Southern African Emergency Services Institute NPC, inclusive of the Board of Directors and all nominations for Prescribed Officers to the Executive Committee, Working Groups, Presidency, Vice Presidency and Branch Level with regards to Head Office validation Records.

### 9.2 Nominations and appointment of members to serve as Prescribed Officers

9.2.1 The Nominations Committee shall determine on an annual basis the number of Prescribed Officers who are to be appointed by Council at the AGM.

9.2.2 After the number of **Vacancies** has been determined, the Nominations Committee will call for nominations within sixty (60) days from the next AGM **for Prescribed Officers and nominations for President and Vice President within ninety (90) days from the next AGM.**

9.2.3 The nomination of candidates for the position of Prescribed Officers will be on the prescribed nomination form.

9.2.4 Only nominations on the prescribed form, and who comply with all the requirements of the nomination form and criteria, can be vetted by the Nominations Committee.

9.2.5 Nominations can be hand delivered, posted, emailed and/or faxed to the registered official address of the Institute.

9.2.6 Only nominations received **by** the closing date and time, as stipulated on the nomination form, can be considered for vetting.

9.2.7 Within thirty (30) days after the closing date for nominations must all the nominations for **all Vacancies/**Prescribed Officers be vetted.

9.2.8 After completion of the vetting of the nominated members for the position of Prescribed Officers, the list of all candidates who conform to the requirements for the Vacancies must be forwarded to the Council members at least fourteen (14) days prior to the AGM who will be allowed to vote at the next AGM. **(MOI 6.3.4)**

9.2.9 After successful election by the Council, the candidates elected **will be deemed to be in office with immediate effect. All successfully elected candidates will be expected to**



accept the position and duties related in writing in the prescribed manner.

**9.2.10** Candidates to be elected on Branch Committees **should** be elected at the Branch AGM and **will be approved** at the Institute AGM, except for the positions of Chairperson **and Vice Chairperson** of the Branch.

**9.2.11** **All nomination irrespective of where the nomination and election process takes place must be submitted to the Nominations Committee on the prescribed forms and format for vetting.**

**9.2.12** If any member is dissatisfied with the names of one or more of the candidates so proposed for appointment, shall be entitled to, by written notice within three (3) days prior to the AGM to this effect, challenge such nomination(s) and/or appointment(s), provided that any such challenge shall only be considered if it; **(MOI 6.3.6)**

(i) is in writing, duly signed by or on behalf of a Council Member; and delivered to registered office of the Company not less than 3 (three) days prior to the date of the forthcoming AGM. **(MOI 6.3.6.1)**

(ii) is supported by at least 2 (two) other members, regardless of whether they are Council Members or not, in addition to the Council Member who is the initiator of the challenge. **(MOI 6.3.6.2)**

(iii) incorporates substantive reasons and motivation for any such challenge. **(MOI 6.3.6.3)**

(iv) includes the name, and relevant **particulars**, of an alternative candidate to be considered for appointment. **(MOI 6.3.6.4)**

(v) includes the written consent of such alternative candidate to accept appointment, if so invited and subject to the appointment provisions contained in this MOI. **(MOI 6.3.6.5)**

(vi) After receipt of the objection(s) received indicated above, the Nominations Committee shall evaluate and vet the alternative nomination and make its findings known at the AGM. The findings of the Nominations Committee will be final and binding.

**9.2.13** The decisions of the Nominations Committee will be a Board of Directors resolution and be minuted in the resolution register accordingly.

## **10. NOMINATIONS ELIGIBILITY AND CRITERIA**

**10.1** Members eligible for nomination and election shall;

**10.1.1** be required to adhere to the Company's Rules and Code of Conduct/Ethics, as well as key policies as adopted by the Board and amended from time to time **(MOI 4.1.5)** namely but not limited to;

- (i) Be a member **in good standing** defined as "a Member that have kept continues financial compliance uninterrupted membership dues with the Institute since commencement of Membership",
- (ii) Will have no record of violation of and or delinquency with regards to any of the Company Rules and Code of Ethics and Conduct.
- (iii) Have no indicted or suspected criminal record and or behavior.

## **Nominee Criteria**

### **10.2 Director Criteria**

- (i) All the Members of the Board shall be appointed by Council in terms of the MOI **(MOI 6.2.2)**
- (ii) The Director candidate must have **SAESI and Work Place** executive and governance level proficiency and experience in policy and decision-making skills.
- (iii) The Director candidate must have at least 5 years' experience in an executive and or senior governance function/position.
- (iv) The Director candidate must have **SAESI and Work Place** executive and governance level proficiency in strategic planning and management.
- (v) The Director candidate must have **SAESI and Work Place** executive level proficiency in operational review and monitoring skills.
- (vi) The Director candidacy is an equal opportunity, non-gender, non-racial, non-discriminatory, unbiased, and nonaffiliated.
- (vii) The Director candidate shall hold at least a Bachelor's Degree or Equivalent NQF 7 Qualification.
- (viii) The Nominee shall have the full support from his/her employer **in writing** towards the activities and objectives of SAESI.
- (ix) **If The** nominee **must be a SAESI Member and** he/she must have served on EXCO for a minimum of four (4) years **(one term)**.
- (x) The nominee must be nominated on the prescribed form and the nomination must include: **(MOI 6.2.6.2; 6.2.6.3; 6.2.6.4)**
  - (a) The curriculum vitae of the nominee, **(MOI 6.2.6.1)**
  - (b) A declaration by the nominee, stating they have no conflict of interest, neither any civil and / or criminal convictions **(MOI 6.2.6.5)**
  - (c) A declaration by the person nominating (Nominator) that, to the best of their knowledge, the nominee is eligible to be a Director **(MOI 6.2.6.6)**

- (d) A dissertation by the nominee, stating his/her intended augmentation towards the Company (SAESI)

**NOTE:** All criteria will apply to ad-hoc/co-opted members as well. Nominations must be submitted to the Nominations Committee as with any other officer position. SAESI Experience is applicable to Directors as stated under points (ii), (iv) and (v) but not to Independent Directors necessarily.

### 10.3 **President and Vice President**

**10.3.1** The Council shall appoint a President and Vice President who shall be Council Members eligible to take up this position of office.

**10.3.2** All nominations shall be on the prescribed nomination form complying with all the requirements of the nomination form and submitted to the Nominations Committee for vetting at least 60 (sixty) days before the AGM. (MOI 6.1.1.3)

**10.3.3** Nominations must be submitted in writing in the prescribed manner and be proposed and seconded by 5 (five) Council Members. (MOI 6.1.1.4)

**10.3.4** The Presidency candidacy is an equal opportunity, non-gender, non-racial, non-discriminatory, unbiased, and nonaffiliated.

**10.3.5** The Nominee shall have at least 5 years' experience in the fire and or emergency services.

**10.3.6** The Nominee shall have the full support from his/her employer in writing towards the activities and objectives of SAESI.

**10.3.7** The nominee must be a SAESI Member and he/she must have served on EXCO for a minimum of four (4) years (one term).

**10.3.8** The nominee must be nominated on the prescribed form and the nomination must include:

- (a) The curriculum vitae of the nominee,
- (b) A declaration by the nominee, stating they have no conflict of interest, neither any civil and / or criminal convictions
- (d) A dissertation by the nominee, stating his/her intended augmentation towards the Company (SAESI)

**10.3.9** The Nominee shall have at least an Associate and or Advance / Higher Diploma or equivalent Fire/Emergency Qualification.

**10.3.10** The Nominee shall have senior level proficiency in leadership, delegation, communication, networking, and management, strategic and analytic approach.

**10.3.11** The Nominee shall have sound knowledge of the Company and Terms of Reference of the Management (Board, Exco, Working Groups, Branches and Operations) and the Vocation of the President/Vice President Office.

## 10.4 **Working Group Criteria**

**10.4.1** The Chairperson, Vice Chairperson and Member candidacy is an equal opportunity, non- gender, non-racial, non-discriminatory, unbiased, and nonaffiliated.

**10.4.2** All nominations shall be on the prescribed nomination form complying with all the requirements of the nomination form.

**10.4.3** Working Groups - Board of Directors authority **(MOI 6.1.1.9.6)**

- (i) The Board can, from time-to-time and as needed, form working groups to attend to the day-to-day running of the Institute or for a specific task or activity.
- (ii) The Board can, from time-to-time and as needed, form Sub-Committees or Ad Hoc Committees under Working Groups to attend to specific tasks or activities on behalf of the Institute.
- (iii) If the Board is of the opinion that the activities of the Working Group, a Sub-Committee or Ad-Hoc Committee of the Working Group is finalized the Board can seize the existence of the Working Group, a Sub-Committee or Ad-Hoc Committee of the Working Group.
- (iv) The Board can move Prescribed Officers between Working Groups, Subcommittees or Ad-Hoc Committees of Working Groups to ensure effective operations of the Working Groups.

### **10.4.4 Composition of a Working Group**

All Working Groups will consist of the following minimum members

- (i) Chairperson
- (ii) Vice Chairperson
- (iii) Five (5) members inclusive of the Vice Chairperson
- (iv) A Working Group can, after consultation with the Board and approval by the Board, co-opt Ad Hoc members to the Working Group.
- (v) Co-opted and Ad Hoc members of any SAESI structure do not have any voting rights and does not form part of the quorum.

**NOTE: All criteria will apply to ad-hoc/co-opted members as well. Nominations must be submitted to the Nominations Committee as with any other officer position**

### **10.4.5 Term of Office of Working Groups and Working Group Sub-Committees:**

- (i) At the AGM, Council shall elect, for a period not exceeding four (4) years the following **Prescribed Officers**; a Chairperson, a Vice-Chairperson and Members of Working Groups and or Sub-Committees of Working Groups.
- (ii) **Prescribed Officers** will be legible for nomination and re-election for one (1) additional four (4) years term of office.

- (iii) After the first or second term as a Prescribed Officer of a Working Group or Sub-Committee of a Working Group, the member can be elected by his/her Branch as a Council Member (Councilor) for an indefinite period.
- (iv) A Prescribed Officer may hold only one (1) position of Chairperson and or Vice-Chairperson at any given time for the term elected.
- (v) A Prescribed Officer is not limited to Membership of a single Working Group and or Committee for the term elected.

#### **10.4.6 Chairperson and or Vice Chairperson Criteria for Working Groups and Working Group Sub-Committees:**

- (i) The Nominee shall have served in the relevant and or any other SAESI Working Group as a member for at least 2 years,
- (ii) The Nominee shall have at least 5 years' experience in the fire and or emergency services.
- (iii) The Nominee shall have at least an Associate and or Advance / Higher Diploma or equivalent Fire/Emergency Qualification.
- (iv) The Nominee shall have senior level proficiency in leadership, delegation, communication, networking, and management, strategic and analytic approach.
- (v) The Nominee shall have sound knowledge of the Company and Terms of Reference of the Working Group and or Vocation of said Working Group.
- (vi) The Nominee shall have the full support from his/her employer towards the activities and objectives of SAESI.
- (vii) The Chairperson and or Vice Chairperson Candidate shall be a member **in good standing** for at least 5 years consecutively.
- (viii) The curriculum vitae of the nominee must be attached to the nomination.
- (ix) The names and signatures of the proposer (as per nomination form).
- (x) The names and signature of the seconder(s) (as per nomination form).
- (xi) The name, consent and signature of the person proposed (as per nomination form).
- (xii) A dissertation by the nominee, stating his/her intended augmentation towards the Company (SAESI).
- (xiii) Nominees for the Quality Assurance Working Group must be associated with an Accredited Training Provider of SAESI.
- (xiv) Nominees for the Quality Assurance Working Group Subcommittee – **Examination** must have served on the **Examination** committee as a members and must hold a minimum qualification of Associate and or Advance / Higher Diploma or equivalent Fire/Emergency Qualification

#### **10.4.7 Members of Working Groups**

- (i) The Member shall be a member **in good standing** for at least 3 years consecutively.
- (ii) The Member shall have served as a prescribed officer on Branch level.
- (iii) Should the candidate not have served in any prescribed officer position, a motivation with the prescribed curriculum vitae of any and all nominees to supersede the rule must be submitted to the Nominations Committee for consideration.
- (iv) The Nominees for the Quality Assurance Working Group must be associated with an Accredited Training Provider of SAESI and have sound knowledge of the IFSAC and NFPA programs and standards.
- (v) The Nominees for the Education Subcommittee of the Quality Assurance Working Group must have **successfully** completed the Higher Diploma in Fire Technology of SAESI.
- (vi) The Nominee shall have the full support from his/her employer towards the activities and objectives of SAESI.
- (vii) The Nominee shall have sound knowledge of the Company and Terms of Reference of the Working Group and or Vocation of said Working Group.
- (viii) The Nominee shall have at least a Graduate and or Diploma level or equivalent Fire/Emergency Qualification.
- (ix) The Nominee shall have at least 5 years' experience in the fire and or emergency services.
- (x) The following must accompany the nominations:
  - (a) The curriculum vitae of the nominee,
  - (b) The names and signatures of the proposer (as per nomination form)
  - (c) The names and signature of the seconder(s) (as per nomination form)
  - (d) The name, consent and signature of the person proposed (as per nomination form)

#### **10.5 Branch Criteria**

- (i) The Chairperson, Vice Chairperson, Councilor, Member and Station Representative Candidacy is an equal opportunity, non-gender, non-racial, non-discriminatory, unbiased, nonaffiliated.
- (ii) All nominations shall be on the prescribed nomination form complying with all the requirements of the nomination form **and must be submitted to the Nominations Committee.****

##### **10.5.1 Term of Office**

- 10.5.1.1 At the Branch AGM, Branch Members shall elect, for a period not exceeding four (4) years the following office bearers; a Chairperson, a Vice-Chairperson and a Secretary/Treasurer or a Secretary and a

- 10.5.1.2 Prescribed Officers will be legible for nomination and re-election for one (1) additional four (4) year term of office where after only election as Council Member (Councilor) will be permitted.
- 10.5.1.3 A Prescribed Officers may hold only one position of either the Chairperson or Vice-Chairperson at any given time for the term specified.

### 10.5.2 Chairperson and/or Vice Chairperson Criteria of Branches

- 10.5.2.1 The Nominee shall have served in the relevant and or any other SAESI forum as a member for at least 2 years.
- 10.5.2.2 The Nominee shall have at least 5 years' experience in the fire and or emergency services.
- 10.5.2.3 The Nominee shall have at least an Associate and or Advance / Higher Diploma or equivalent Fire/Emergency Qualification.
- 10.5.2.4 The Nominee shall have senior level proficiency in leadership, delegation, communication, networking, and management, strategic and analytic approach.
- 10.5.2.5 The Nominee shall have sound knowledge of the Company and Terms of Reference of the Branch and Local Government and other Fire and Emergency structures in the demographic area of the Branch.
- 10.5.2.6 The Nominee shall have the full support from his/her employer towards the activities and objectives of SAESI.
- 10.5.2.7 The Chairperson and or Vice Chairperson Candidate shall be a member **in good standing** for at least 5 years consecutively.
- 10.5.2.8 The nomination of the candidate must include:
- (i) The curriculum vitae of the nominee
  - (ii) The names and signatures of the proposer (as per nomination form)
  - (iii) The names and signature of the seconder(s) (as per nomination form)
  - (iv) The name, consent and signature of the person proposed (as per nomination form)
  - (v) A dissertation by the nominee, stating his/her intended augmentation towards the Company (SAESI)

### 10.5.3 Secretary Criteria

- 10.5.3.1 The Nominee shall have served in the relevant and or any other SAESI forum as a member for at least 2 years with Secretarial/Communications. **and or Treasurer/Financial responsibilities.**
- 10.5.3.2 The Nominee shall have at least 5 years' experience in the fire and or

emergency services.

- 10.5.3.3 The Nominee shall have at least a Certificate / Higher Certificate or equivalent Fire/Emergency Qualification.
- 10.5.3.4 The Nominee shall have senior level proficiency in leadership, delegation, communication, networking, and management, strategic and analytic approach. Basic knowledge of Computers and Computer Programs such as Windows, Microsoft-word, -excel, PowerPoint and Outlook is a prescribed requirements for nomination.
- 10.5.3.5 The Nominee shall have sound knowledge of the Company and Terms of Reference of the Branch and Local Government and other Fire and Emergency structures in the demographic area of the Branch.
- 10.5.3.6 The Nominee shall have the full support from his/her employer towards the activities and objectives of SAESI.
- 10.5.3.7 The Secretary **and or Treasurer** Candidate shall be a member in good standing for at least 5 years consecutively.
- 10.5.3.8 The following must accompany the nominations:
- (i) The curriculum vitae of the nominee
  - (ii) The names and signatures of the proposer (as per nomination form)
  - (iii) The names and signature of the seconder(s) (as per nomination form)
  - (iv) The name, consent and signature of the person proposed (as per nomination form)
  - (v) A dissertation by the nominee, stating his/her intended augmentation towards the Company (SAESI)

#### **10.5.4 Treasurer Criteria**

- 10.5.4.1 The Nominee shall have served in the relevant and or any other SAESI forum as a member for at least 2 years with Treasurer/Financial responsibilities.
- 10.5.4.2 The Nominee shall have at least 5 years' experience in the fire and or emergency services.
- 10.5.4.3 The Nominee shall have at least a Certificate / Higher Certificate or equivalent Fire/Emergency Qualification.
- 10.5.4.4 The Nominee shall have senior level proficiency in leadership, delegation, communication, networking, and management, strategic and analytic approach. Basic knowledge of Computers and Computer Programs such as Windows, Microsoft-word, -excel, PowerPoint and Outlook is a prescribed requirements for nomination.
- 10.5.4.5 Basic knowledge of bookkeeping and financial regulations is a prescribed



requirement for nomination.

10.5.4.6 The Nominee shall have sound knowledge of the Company and Terms of Reference of the Branch and Local Government and other Fire and Emergency structures in the demographic area of the Branch.

10.5.4.7 The Nominee shall have the full support from his/her employer towards the activities and objectives of SAESI.

10.5.4.8 The Treasurer Candidate shall be a member in good standing for at least 5 years consecutively.

10.5.4.9 The following must accompany the nominations:

- (i) The curriculum vitae of the nominee
- (ii) The names and signatures of the proposer (as per nomination form)
- (iii) The names and signature of the seconder(s) (as per nomination form)
- (iv) The name, consent and signature of the person proposed (as per nomination form)
- (v) A dissertation by the nominee, stating his/her intended augmentation towards the Company (SAESI)

### 10.5.5 Station Representative

10.5.5.1 The Members of a Branch belonging to each separate Emergency Service in the geographic area of the Branch, shall annually elect for every fifty (50) Members, or part thereof, belonging to that Emergency Service, a representative to serve of the Branch Committee, provided that every Emergency Service in a Branch shall be entitled to elect one (1) representative if the number of Members in that Emergency Service is less than fifty (50). **(MOI 4.12.17)**

10.5.5.2 Station Representative shall have been a member in good standing for at least two years consecutively.

10.5.5.3 Station Representative elections are the mandate of Branches within the stipulations and prescripts of the MOI and Company Rules.

10.5.5.4 The term of office for Station Representatives is 12 months (1 Year).

10.5.5.5 Station Representative can be elected for a maximum of 4 terms (4 years)

10.5.5.6 Station Representative must have at least 12 months working experience in the Fire or Emergency field

10.5.5.7 Station Representative must have knowledge on the Company (SAESI) and its structures, rules and regulations etc.

10.5.5.8 The following must accompany the nominations:

- (i) The curriculum vitae of the nominee
- (ii) The names and signatures of the proposer (as per nomination form)

- (iii) The names and signature of the seconder(s) (as per nomination form)
- (iv) The name, consent and signature of the person proposed (as per nomination form)
- (v) A dissertation by the nominee, stating his/her intended augmentation towards the Company (SAESI)

## **10.6 Councilor Criteria**

- 10.6.1 The Branch shall elect at its AGM one councilor for every one hundred (100) paid up members or members in good standing or part thereof within the boundaries of the Branch.
- 10.6.2 The Institute Council shall be constituted of Council Members only. **(MOI 6.1.1.9)**
- 10.6.3 Council at the AGM shall approve the Members of Council to take office at the time of the AGM. **(MOI 6.1.1.1)**
- 10.6.4 The following are considered Council Members through successful nominations and election;
- (i) President who was nominated, elected and appointed in accordance with this terms of reference. **(MOI 6.1.1.2)**
  - (ii) Vice President who was nominated, elected and appointed in accordance with this Terms of Reference. **(MOI 6.1.1.2)**
  - (iii) Branch Prescribed Officers elected as Council Members and being approved by Council.
  - (iv) Chairperson(s) of Working Groups who was nominated, elected and appointed in accordance with this Terms of Reference **(MOI 6.1.1.9.6)**
  - (v) Vice Chairperson(s) of Working Groups who was nominated, elected and appointed in accordance with this Terms of Reference. **(MOI 6.1.1.9.6)**
  - (vi) Chairperson(s) of Branches who was nominated, elected and appointed in accordance with this Terms of Reference. **(MOI 6.1.1.1)**
  - (vii) Vice Chairperson(s) of Branches who was nominated, elected and appointed in accordance with this Terms of Reference. **(MOI 6.1.1.1)**
  - (viii) Council Members appointed at Branch AGM who was nominated, elected and appointed in accordance with this Terms of Reference. **(MOI 6.1.1.1)**

## **10.7 Members Criteria of Branches**

- 10.7.1** The Member shall be a member in good standing for at least 3 years consecutively.
- 10.7.2** The Nominee shall have sound knowledge of the Company (SAESI) and Terms of Reference of the Branch Local Government and other Fire and Emergency structures in the demographic area of the Branch
- 10.7.3** The Nominee shall have at least a Certificate or Higher Certificate or equivalent

Qualification.

**10.7.4** The Nominee shall have at least 3 years' experience in the fire and or emergency services.

**10.6.5** The following must accompany the nominations:

- (i) The curriculum vitae of the nominee
- (ii) The names and signatures of the proposer (as per nomination form)
- (iii) The names and signature of the seconder(s) (as per nomination form)
- (iv) The name, consent and signature of the person proposed (as per nomination form)
- (v) A dissertation by the nominee, stating his/her intended augmentation towards the Company (SAESI)

**STIPULATION:** • *Unless otherwise stipulated in the MOI or this Terms of Reference such as for Directors, Presidency and Chairpersons/Vice Chairpersons of Working Groups, Branches must ensure one signatory per every 100 members declared at EXCO on the nomination forms, i.e. if a Branch has 300 members, 3 councilors will have to sign the nomination form, with 400 it will be 4 signature of councilors and so on. to the maximum required. (Councilors need not be from the same Branch)*

## **11. VOTING ELIGIBILITY AND CRITERIA**

- 11.1** 'Council Members appointed at the Branch AGM' **(MOI 4.3.1)**
- 11.2** 'Chairperson and Vice Chairperson of each Branch' **(MOI 4.3.2)**
- 11.3** Only Council Members are eligible to vote at Members meetings. **(MOI 5.1.2)**
- 11.4** 'President and Vice-President' **(MOI 6.1.1.2)**
- 11.5** Chairperson and Vice Chairperson of each Working Group. **(MOI 6.1.1.9.6)**

## **12. CURRICULUM VITAE CRITERIA AND REQUIREMENTS**

Neither the Act nor the MOI prescribe the composition of a Curriculum Vitae required for acceptance. The Nominations Committee is responsible under the mandate of the Board of Directors to satisfy the requisite criteria for an officer position at the hand of required submitted documentation.