



**CONFIDENTIAL**

**GOVERNMENT OF ST. VINCENT AND THE GRENADINES**

## **GOVERNANCE STRUCTURE**

**PRIME MINISTERIAL ADVISORY COUNCIL ON YOUTH**

**December 04, 2023**

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# 1. INTERPRETATION / TERMS OF REFERENCE

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## **Youth Advisory Council /**

**The Council -** The Prime Ministerial Advisory Council on Youth is the body or group of persons nominated by the Cabinet to advise the Government on matters of public policy, programs, projects and administrative actions directly affecting the young people of Saint Vincent and the Grenadines.

**Member -** A person appointed/ nominated to serve on the core committee, sectoral group or sub-committee of the Youth Advisory Council.

**Chairman -** The person designated by the Prime Minister acting on the advice of Cabinet to be the Chair of the Council and shall be in control of the Council.

**Secretary -** The person appointed by the Prime Minister acting on the advice of Cabinet to act as secretary of the Council. The secretary shall be responsible for the keeping of records and correspondences.

**Chairperson -** The person designated to be in control of the Sectorial groups. These are appointed by the Prime Minister acting on advice of the Cabinet.

**The Cabinet -** The committee of members that holds executive power and are responsible for Government Policy. The Prime Minister is chair of this committee.

**Shadow -** A core committee member assigned to a particular sectorial group to assist and oversee the functioning of that sectorial group.

**Core Committee -** The core committee should comprise of not more than twelve (15) persons appointed by the Prime Minister of Saint Vincent and the Grenadines on the advice of Cabinet. The committee should comprise of a Chairman, the Deputy Chairman, Advisor/Parliamentary Secretary, Secretary and other members.

**Sub-Committee -** Specialised committees created by the Chairman who are designated towards specific tasks/ functions in the Council.

**Sectorial Group -** The body or group of persons recruited by the Sectorial Chairpersons and approved by Cabinet and the core committee, who are responsible for a specific sector and advising or making recommendations in relation to that sector. Each Sectorial Group comprises of a chairperson and other members.

## **Membership**

**Qualifications -** Youth (no less than and more than 15-35 years of age *at the time of appointment*) with or without disability who have a desire in leading and making decisions to promote and enhance youth involvement in the decision making of the Government of St. Vincent and the Grenadines. Such member must be a national of St. Vincent and the Grenadines.

**Term Limits -** Each member shall be appointed for a term of two years. Members may serve consecutive terms provided that they remain within the

age limits of the membership qualification or provided that the current Chairman or the Cabinet advises otherwise.

**Attendance -**

Each member is required to attend at minimum 85% of general committee meetings.

Where a member is unable to attend a meeting, contact must be made in writing to the chairperson or person acting in similar capacity or the secretary in order for his/her absence to be deemed excused.

In the case of two consecutive absences by a member, a notice from the chairman will be given to remind the individual of the process for being absent. If that member is absent for a third consecutive time, then a letter from the Chairman will be issued. Where there is a fourth consecutive absence without an excuse, a dismissal letter will be issued granted the approval of the Cabinet.

**Resignation -**

A member who wishes to resign from the Council shall be required to submit a written resignation to the Chairman formally who would thereafter submit to the Cabinet.

## 2. VISION AND MISSION STATEMENT

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### **VISION**

To develop a multifaceted economy that is resilient and sustainable through the injection of greater involvement, commitment and dedication of the nation's youth.

### **MISSION STATEMENT**

Through youth empowerment we strive to develop the youth and enhance the Government's decision-making process, the standard of living for all stakeholders with a diverse portfolio of analytical solutions deep-rooted in data and comprehensive research.

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## 3. CORE VALUES AND PRINCIPLES

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### 3.1. Core Values

- a. Deliver our best and hold ourselves accountable for the result.
- b. A commitment towards being transparent, efficient and task oriented.
- c. Setting goals and pursuing them together.
- d. Making a positive impact in society and the nation.
- e. Respecting each other's privacy, thoughts, importance and maintaining integrity.
- f. Championing the cause of youth empowerment and economic development.
- g. Nimble and agile in the delivery of feasible solution

### 3.2. Core Principles

- a. Deliver Results
- b. Disagree and Commit
- c. Think Big
- d. Set High Standards
- e. Know a Little About A lot.
- f. Sustainability and Resilience

## 4. OBJECTIVES

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- 4.1 To advise the Government and advocate on planning, development, implementation and integration of Government policies, projects and programs concerning the youth for further development.
- 4.2 To consult with the youth across communities and Government agencies on issues and policies concerning the youth.
- 4.3 To enhance competence, wealth creation and technical skills across multiple facets to foster greater resilience and sustainability.
- 4.4 Monitor and evaluate legislation and Government policies governing the sectors under consideration, re-engineering for greater efficiency.

## 5. PURPOSE AND SCOPE OF FRAMEWORK

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- 5.1 This framework aims to provide guidance to the Council on the roles, responsibilities and functions of the Council and the respective persons therein but not limited to.
- 5.2 It aims to ensure the effective functioning of the Council and sets the stage for the strength and productivity of the Council.
- 5.3 It further aims to contribute to the effective mainstreaming of youth policies by formulating opinions and proposal to address issues faced by youths.
- 5.4 The Governance Structure establishes the fundamental relationships among its committees, management and other stakeholders.

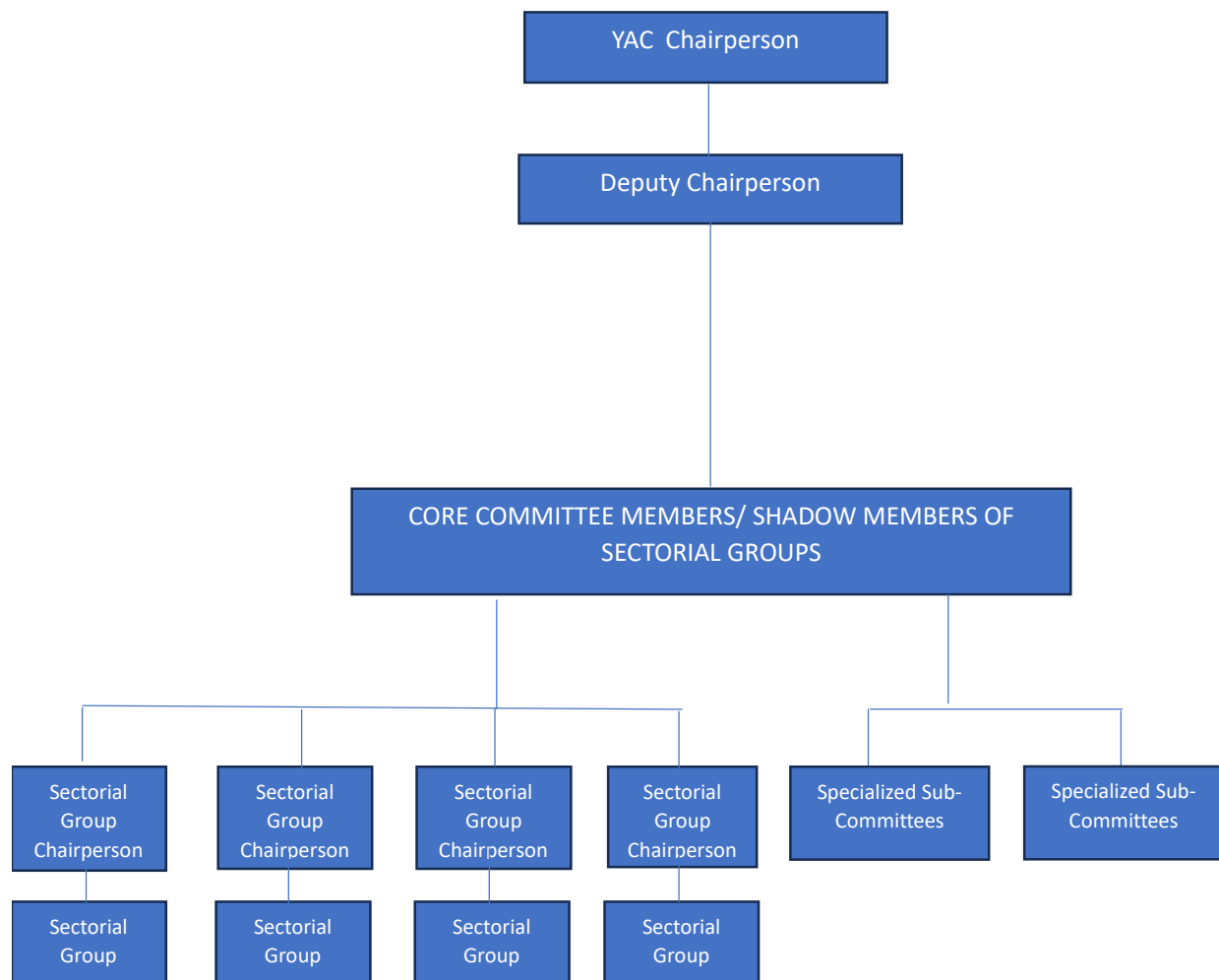


## 6. ORGANIZATION CHART / GOVERNANCE STRUCTURE

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The Prime Ministerial Advisory Council on Youth comprises of the Core Committee and a number of sub-committees categorised by the various sectors which they represent.

**Figure 1**



## 7. RESPONSIBILITIES AND FUNCTIONS OF THE COUNCIL

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- 7.1 To make recommendations on policy developments and provide policy advice to Cabinet on matters pertaining to youth.
- 7.2 To provide technical specialist advice to Cabinet, particularly on matters relating to youth.
- 7.3 To monitor the execution of the established Work Plans and Action Plans.
- 7.4 To provide opportunities to enable youth to participate meaningfully in activities at the International, National and Local levels.
- 7.5 Establish and maintain a strong youth network throughout the country.
- 7.6 Promote awareness and disseminate information on youth matters through its network.
- 7.7 Act as the spokesman for youth to protect and promote the welfare of youth.
- 7.8 Promote youth development initiatives throughout the nation.
- 7.9 Represent youth on policy matters in forums locally and internationally.
- 7.10 Report to the Cabinet on any matters referred to it by the Cabinet from time to time.

## 8. ROLES AND RESPONSIBILITIES OF THE CORE COMMITTEE

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8.1 Assess progress projects and other initiatives in place by the Council.

8.2 Provide advice and guidance on issues facing projects.

8.3 Review submissions made by sectoral groups.

8.4 Assist with resolving strategic-level issues and risks.

8.5 Use influence and authority to assist the Council in achieving its outcomes.

## 9. RESPONSIBILITIES OF THE CHAIRMAN

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9.1 Responsibility for the effective running of the YAC.

9.2 Approving the workplans of subcommittees where necessary.

9.3 Table and facilitate meetings of the Council.

9.4 Preside over all meetings of the YAC.

9.5 Ensure that agenda and supporting materials are delivered to members in advance of meetings.

9.6 Make the purpose of every meeting clear to members and explain the agenda at the beginning of each meeting.

9.7 Clarify and summarize what is happening throughout each meeting.

9.8 Keep the meeting moving by putting time limits on each agenda item and keeping all meetings to two hours or less.

9.9 Encourage broad participation from members in the discussion.

9.10 End each meeting with a summary of decisions and assignments.

9.11 Follow up with consistently absent members to determine if they wish to discontinue membership.

9.12 Supervise the duties and activities of the Council.

9.13 Motivate and encourage active participation by all members in relation to projects.

- 9.14 Be responsible in assigning tasks under the jurisdiction of other members.
- 9.15 To coordinate the planning, organizing and execution of various activities.
- 9.16 Work closely with the Deputy Chairman and Advisor in conducting Youth Council business and activities.
- 9.16 Monitor and evaluate the activities of the Council with a view to optimizing impact.
- 9.17 Proposing of a yearly budget to cabinet.

## 9A. POWERS OF THE CHAIRMAN

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- 9.18 Table special meetings whenever it is necessary to do so.
- 9.19 Terminate/ remove inactive and/ uncooperative members of the council with Cabinet's approval.
- 9.20 The Chairman is authorized to execute, acknowledge and deliver any documents necessary, appropriate or advisable to effectuate and carry out the purposes and business of the Council.

## 10. RESPONSIBILITIES OF THE DEPUTY CHAIRMAN

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10.1 Assume the duties of the Chairman during the Chairman's absence which include but is not limited to conducting meetings in the absence of the Chairman and representing the Council whenever the Chairman is unavailable.

10.2 Assist the Chairman in performing duties when necessary.

10.3 Preparation of an Annual Report with assistance from the Secretary and Advisor.

## 11. SECRETARY OF THE COUNCIL

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- 11.1 Record and maintain the minutes of all Council meetings.
- 11.2 Prepare and receive correspondence for the Council.
- 11.3 Attend council meetings in order to prepare and distribute the meeting minutes.
- 11.4 Retain records where necessary.
- 11.5 Perform other duties as ordinarily pertain to the office.
- 11.6 Sign documents as authorized by the Chairman.

## 12. RESPONSIBILITIES OF COMMITTEE MEMBERS

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Committee members have several responsibilities. He/ She must:

- 12.1 Understand the goals, objectives, and desired outcomes of the Council.
- 12.2 Ensure that the Council is making prudent decisions, especially in the workplan and responding to issues, risks, and proposed Council changes.
- 12.3 Ensures that the Council remains aligned with the strategy, policies, and directions across the government.
- 12.4 Understand and represent the interests of Council stakeholders.
- 12.5 Take a genuine interest in the Council's outcomes and overall success.
- 12.6 Act on opportunities to communicate positively about the Council.
- 12.7 Oversee the operations of the Sectorial Chairpersons



## 13. POWERS/ RESPONSIBILITIES OF THE SECTORIAL CHAIRPERSON

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- 13.1 Maintain oversight of the functioning respective sectorial sub-committee.
- 13.2 Ensure sub committees are fulfilling their duties and responsibilities.
- 13.3 Preside over meetings of sub-committee to which he/ she is assigned.
- 13.4 Table and facilitate sub-committee meetings.
- 13.5 Report to the Chairman of the Council on the progress and efficiency of the sub-committee through the shadow.
- 13.6 Update/ Report to Shadow members on issues affecting the sub-committee.
- 13.7 Set feasible objectives for the sub-committee.
- 13.8 To make recommendations to the Core Committee and the Council on all matters on behalf of the members of the sectorial committees.

## 14. MEETINGS

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### 14.1 Calling of Meetings

- (a) The Council shall meet as often as the business of the Council requires, and at such times and places as the Chairman, directs, but in any event shall meet not less frequently than per month.
- (b) The Chairman or the Deputy Chairman shall give to every member at least 7 days' notice of a meeting in the case of a monthly regular meeting and 24 hours' notice in the case of a special meeting or if deemed urgent no notice is required.

### 14.2 Procedure of Meetings

- (a) A majority of the members of the committee whether Core or Sectorial along with either the Secretary or Advisor of the Core Committee shall constitute a quorum and in the event that there is no Secretary or Advisor, the Chairman may assign a designate if deemed necessary.
- (b) The Chairman, or in his absence the Deputy Chairman, shall preside but if both the Chairman and Deputy Chairman are absent, the Chairman shall assign a designate to chair the meeting.
- (c) In the case of meetings within the sectorial committees, the Sectorial Chairperson shall preside.
- (d) The Chairman is required to promote the effectiveness of the Committee and act as facilitator of meetings. He/she should ensure that all matters are properly discussed and that all views are expressed.

### **14.3 Decision Making**

- (a) The Council exists to advise the Prime Minister and Government, and they shall follow the principle of presenting a united front.
- (b) Decisions on recommendations and advice should normally be made by consensus, in line with the aforementioned.
- (c) Where there is no clear agreement by the Board on a recommendation, the Chairman (or presiding Chair) shall decide on the matter, taking into account the views expressed.

## 15. SUBMISSION OF REPORTS

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### 15.1 Yearly Report

The Council shall by March 31<sup>st</sup> each year, furnish to the Prime Minister a report on the progress and performance of the Council in relation to its functions during the year ended 31 December preceding.

### 15.2 Quarterly Reports

- I. The Council shall furnish to the Prime Minister and Cabinet a quarterly performance report and any such other report as he may from time to time require.
- II. The Sub Committees are required to furnish to the Chairman a quarterly report on the progress and performance of the sectorial groups. This is to be done through the assigned Reports Committee.

### 15.3 Monthly Reports

- I. The Sub Committees are required to furnish monthly updates to the Chairman. This is to be done through the assigned Reports Committee.

## 16. CONDUCT OF MEMBERS

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### 16.1 General Conduct

16.1.1 Members shall always act in good faith and in the best interests of the Council.

16.1.2 Members shall bear in mind the aims and objectives and of the Council and shall subscribe to the following principles: selflessness, integrity, objectivity, accountability, openness, honesty, timeliness and leadership.

16.1.3 Members shall not push a personal view or agenda.

16.1.4 Members shall not act in any manner or take part in any activity that may bring the Council into public disrepute.

**16.2** All Council members shall, when conducting Committee business, preparing written correspondence, interacting with fellow Committee members, the media, the public or various Ministries and stakeholders, act in a manner that:

- a) fulfils the mission statement and objectives of the Committee.
- b) demonstrates respect for all fellow Committee members, Council and the public.
- c) respects and gives fair consideration to diverse and opposing viewpoints.
- d) demonstrates due diligence in preparing for meetings, special occasions, or other Council-related events.
- e) demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the committee.
- f) conforms with all relevant legislation, by-laws, policies and guidelines; and
- g) contributes in a meaningful manner, offering constructive comments to Council, staff and fellow committee members.

**16.3** In the performance of his or her duties, a member of a Council Committees shall not:

- a) place himself in a position where the member is under obligation to any person who might benefit from special consideration or favour or who might seek preferential treatment in any way.
- b) accord preferential treatment to relatives or to organizations in which the member, his or her child, parent or spouse, have an interest, financial or otherwise.
- c) place himself in a position where the member could derive any direct benefit or interest from any matter about which he/she can influence decisions; and
- d) benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public.

## 17. CONFLICT OF INTEREST

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- 17.1** Members of the Council must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of the Council.
- 17.2** Any matter deemed by a member to represent a conflict of interest shall be reported to the Chairman either prior to a meeting or before the specific item is discussed and dealt with.
- 17.3** Where a Council member believes he or she has a conflict of interest in a particular matter, he or she shall:
- a) prior to any consideration of the matter, disclose his or her interest and the general nature thereof.
  - b) leave the room for the duration of time that the matter is being considered.
  - c) not take part in the discussion or the vote on any question or recommendation in respect of the matter; and
  - d) not attempt in any way whether before, during or after the meeting to influence the voting or decision making on any such question or recommendation.
- 17.4** Where the number of members who by reason of conflict are disqualified from participating in a meeting is such that the remaining members are not of sufficient number to constitute a quorum, then the remaining number of members shall be deemed to constitute a quorum provided such number is not less than two.

## 18. CONFIDENTIALITY

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- 18.1 Confidentiality is the preservation of privileged information. Council members and other volunteers are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to the Council to avoid unauthorized or improper disclosures of confidential information.
- 18.2 Each Council member shall maintain the confidentiality of any information relating to the Council or to its affairs or business or which the Chairman identifies as confidential which may be disclosed whether in writing, orally, electronically or otherwise.
- 18.3 While Council members are expected and encouraged to discuss relevant issues with one another and targeted publics, a Council member shall not report opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the Chairman or that would not be supported by Council policy, procedures, or decisions.
- 18.4 It is expected that Council members will not use trade secrets, client lists, or other confidential information acquired by virtue of being on the board or committee, even after they complete their service with the Council.
- 18.5 The fundamental principles and concepts that regulate transparency and accountability will take precedence in handling the affairs of the Council.



## 19. DELEGATION BY CHAIRMAN

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- 19.1 The Chairman may, by instrument in writing, delegate to another Council Core Committee member all or any of his powers and functions (except this power of delegation).
- 19.2 The Chairman may delegate roles and responsibilities to a committee member, a paid consultant, working group or volunteer.
- 19.3 The Chairman may delegate roles and responsibilities when particular areas of activity need to be discussed or developed beyond the context of the management committee meeting.
- 19.4 The Chairman should consider the following before delegation of roles or responsibilities:
- i. The nature and size of the role or responsibility
  - ii. The timeframe for completion of a delegated task
  - iii. The skills required for completion of the task, role or responsibility.
- 19.5 The Chairman shall maintain proper oversight upon delegation. This should be done by ensuring that a reporting mechanism is in place. The chairman must carefully read written reports provided and ask relevant questions when verbal reports are being given to ensure that the delegation is working effectively and is within the specified parameters.

## 20. SUBMISSION OF MINUTES

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- 20.1 Draft minutes are to be concluded and circulated at least two days prior to a scheduled meeting.
- 20.2 Draft minutes of the previous meeting are to be included in the agenda package that is sent to the Committee. They should be clearly marked “draft.”
- 20.3 A person does not have to have been present at a meeting to participate in approving the minutes of that meeting, however they may only second a motion to approve and accept the minutes.
- 20.4 The proper way to object to the approval of the draft meeting minutes is to propose a correction.
- 20.5 Minutes are not to be approved at a special meeting. Rather, they should be held over until the next regular meeting.
- 20.6 Once minutes are approved, the secretary must prepare a copy without the word “draft” which should also include the date of approval. These are to be signed as approved by the chairman.

## 21. WORKING FOR OTHER BOARDS

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- 21.1 Members are permitted to undertake work for other boards or committees subsequent to their appointment on the Council, provided that they inform the Chairman in advance of acceptance and approval is given by the Cabinet in the case of a private board. A time period of no less than fourteen days must elapse within the offer and acceptance so as to allow the Chairman time to consult with Cabinet.
- 21.2 Members who serve on other boards or committee prior to the appointment to the Council and members who have been approved to serve on a board/ committee concurrent to their appointment on the Council act in good faith, honesty and integrity and should not act in manner which unfairly places the Council at a disadvantage.
- 21.3 The guidance as to Conflict of Interest and Confidentiality above maintains.

## 22. MEMBERS AND THE PRESS

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- 22.1 Unless with the prior written approval of Cabinet or the Chairman, no Council member shall-
- a) speak in public or broadcast in any way on matters which may reasonably be regarded as controversial and has the potential to bring the Council into disrepute.
  
  - b) contribute to, whether anonymously or otherwise, or publish in any newspaper, magazine, periodical or otherwise cause to be published in any manner anything which may be reasonably be regarded as controversial and has the potential to bring the Council into disrepute.
- 22.2 A Council member shall not report to the press opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the Chairman or that would not be supported by Council policy, procedures, or decisions.

## 23. PUBLICATION OF DOCUMENTS

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- 23.1 No Council member shall without the written approval of the Cabinet or Chairman make public or communicate to the Press or to unauthorized individuals any documents, papers or information which may come into his possession in his official capacity. Every public officer is required to exercise due care and diligence to prevent unauthorized access or disclosure of such documents and information.
- 23.2 The Media Sub-Committee as appointed by the Chairman shall be responsible in reviewing and publishing of documents.
- 23.3 The Media Sub-Committee shall ensure that hat the work of the Council is not misrepresented, and appropriate disclaimers are included where necessary.

## 24. MEDIA PROTOCOLS

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These media protocols are intended to ensure the information flow achieves the best possible outcomes in terms of communicating the Council's position.

- 24.1 All media inquiries should be directed to any of the following media personnel - the media sub-committee, the Chairman of the Council.
- 24.2 The Chairman or the Media Sub-Committee will make initial contact with the relevant committee member seeking a response to the media inquiries.
- 24.3 The required personnel will supply the relevant information either verbally or in draft release form to the Chairman or directly to the media outlet if the Chairman so approves.
- 24.4 Copies of press releases generated by the Council should be sent to the Chairman and the Prime Minister's press secretary or Director of Communications. The Government Communications Office, with the approval of the Chairman should be advised prior to any release from the Council that has the potential to impact on the Council from a political or financial perspective.

## 25. CORRESPONDENCES TO CABINET

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- 25.1 The Advisor of the Council shall bear the responsibility of preparation of documents to be presented in Cabinet.
- 25.2 Documents which are to be sent to Cabinet should be drafted and presented to the Chairman for perusal before sending to Cabinet Secretary.

## 26. FUNDS OF THE COUNCIL

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- 26.1 There shall be established an activities committee by the Chairman of the Council within which a financial manager is to be appointed by the Chairman acting on advice of the Core Committee.
- 26.2 The financial manager shall be responsible for overseeing cash flow, Financial Statements, Receipts and other money management issues.
- 26.3 The Treasurer shall be responsible for the preparation of Financial Statements which must be furnished to the Chairman for circulation to the Core Committee and thereafter approved by the Chairman if found satisfactory.
- 26.4 Where there are excess funds as a result of fundraising activities or otherwise, the excess funds shall be made to be submitted to the Government Treasury and thereafter repaid via cheque for donation to charity, NGOs, churches, schools, NPOs or any other entity similar in nature.

## 27.SUB-COMMITTEES OF THE COUNCIL

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- 27.1 The Chairman may appoint members to sit on specialized committees which he deems necessary for the efficient functioning of the Council.
- 27.2 Specialized committees include committees such as the Reporting Committee, the Activities Committee, the Media Committee, the Legal Committee and such other committee which may be appointed by the Chairman for the time being.
- 27.3 The Chairman shall assign the relevant roles and responsibilities of the specialized committees based on what is required by the Council for the effective functioning of the Council.

## 28. HOSTING OF ACTIVITIES

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- 28.1 The Activities Committee as appointed for the time being by the Chairperson shall be responsible for the hosting of Council activities.
- 28.2 The Activities Committee shall deliver to the Chairperson at least 6 weeks prior to an activity/ event a proposed budget in relation to that activity/event.
- 28.3 The Activities Committee on advice of the Core Committee and the Chairperson shall be responsible for working out all the logistics in relation to events/ activities of the Council including date, venue, location, invitees, timelines, delegation of tasks and other associated activities.

## 29. PARTICIPATION IN ACTIVITIES

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- 29.1 Council members are required to demonstrate active participation and interest in Council activities by:
- a) Attending Council activities
  - b) Offering support in the preparation and execution of Council activities where necessary.
  - c) Ensuring that the activities they undertake or participate in are in line with the core values, mission and vision of the Council.
  - d) Making and indication to the Chairman where they are incapable of attending Council activities.



## 30. RECRUITMENT OF MEMBERS

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- 30.1 Sectoral Chairperson are responsible for the recruitment of members to sectoral group which they chair. Sectorial chairpersons should engage persons who are capable of active engagement in developing the sectorial group and are dedicated to furthering the objectives of the sectorial group.
- 30.2 A list of potential members should be presented to the Chairman for circulation to Cabinet and the Core Committee within four (4) months of appointment of the sectorial chairperson.
- 30.3 Members are to be recruited within six (6) months of appointment of the sectorial chairperson.

## 31. TRAVELLING OVERSEAS

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- 31.1 All instances of travelling by Council members on Council duties shall first be approved by the Chairman of the Council.
- 31.2 Members who require time off from their places of employment to travel overseas on Council duties shall submit the requisite travel arrangements to the Chairman of the Council who will then make the requisite written requests to the employer for the time off.
- 31.3 Funding for travel will be determined on a case-by-case basis, depending on the nature and the purpose of the visit.
- 31.4 The Chairman shall be notified of all instances of travelling by Council members for leisure or other business.