



**EXECUTIVE COMMITTEE OF
COUNCIL CHARTER**

Charter developed and submitted for approval:
05 June 2023

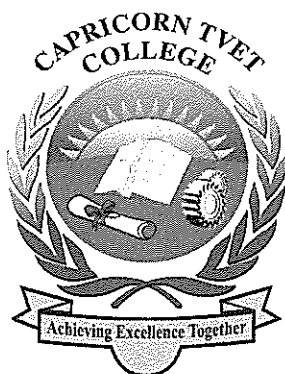
Reviewed by
Executive Committee:
14 June 2023

Approved by Council:
21 June 2023

[Handwritten signature] 29/06/2023
Council Chairperson

Next revision date:
January 2026

VISION OF CAPRICORN TVET COLLEGE



“To be the Leading Technical, Vocational Education and Training Institution of Excellence”

MISSION STATEMENT OF CAPRICORN COLLEGE FOR TVET

Capricorn College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. This is achieved by adhering to policies and procedures, making use of committed human capital and employing appropriate physical and fiscal resources.

Values

- **Respect:** We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equity.
- **Integrity:** We are committed to transparency, honesty and sincerity.
- **Communication:** We are committed to effective communication. We believe information is meant to move and that information moves people.
- **Excellence:** We are satisfied with nothing less than the best quality in everything we do.

Executive Committee of Council Charter	Date of version : June 2023	Due date for next review: January 2026	Authorised By Council	Page 2 of 9
---	--------------------------------	---	--------------------------	-------------

TABLE OF CONTENTS

PAGE

EXECUTIVE COMMITTEE OF COUNCIL CHARTER..... 4

1. Legislative framework and best practices 4

2. Purpose 4

3. Definitions, acronyms and abbreviations 4

4. Reporting lines 5

5. Composition 5

6. Secretary of the Executive Committee..... 6

7. Meeting Procedures 6

8. Functions 7

9. Resources 8

10. Change of mandate 8

11. Remuneration 8

12. Adoption of Charter 8

13. Availability of Charter 8

14. Review of Charter 8

GOVERNANCE

EXECUTIVE COMMITTEE OF COUNCIL CHARTER

1. Legislative framework and best practices

Key principles contained in the following legislation and best practices were applied to develop this charter:

- a) The South African Constitution Act No. 108 of 1996;
- b) Continuing Education and Training Colleges Act No. 16 of 2006, as amended;
- c) The Companies Act No. 71 of 2008;
- d) King Report on Corporate Governance for South Africa 2009 (“King III”); and
- e) Protocol on Corporate Governance for the Public Sector 2002 (“The Protocol”).

2. Purpose

- 2.1. The standard College statute requires Council to establish an Executive Committee.
- 2.2. The purpose of this Charter is to outline the functions and responsibilities of the EXCO of Council in line with the CET Act and the College Statute.
- 2.3. The primary purpose of the EXCO is to submit, for Council consideration, recommendations that will:
 - a) implement the College’s strategic plan;
 - b) monitor the College’s operations and financial performance; and
 - c) address other matters as necessary.

3. Definitions, acronyms and abbreviations

For the purpose of this charter, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

- 3.1. **“Accounting Officer”** – is the College Principal.
- 3.2. **“Act”** – is the CET Colleges Act No. 16 of 2006, as amended.
- 3.3. **“College”** – is a Public TVET College (formerly known as an FET College).

Executive Committee of Council Charter	Date of version : June 2023	Due date for next review: January 2026	Authorised By Council	Page 4 of 9
--	--------------------------------	---	--------------------------	-------------

- 3.4. **“Council”**- is the Council of the College established in terms of the Act.
- 3.5. **“DAF”** – is the Delegation of Authority Framework.
- 3.6. **“Department”; “DHET”** – is the Department of Higher Education and Training.
- 3.7. **“EXCO”** – is the Executive Committee of the College Council.
- 3.8. **“Management”** – are collectively the College Principal and Deputy Principals.
- 3.9. **“TVET”** – is Technical, Vocational, Education and Training.
- 3.10. **“VCET”** is Vocational and Continuing Education and Training.
- 3.11. **“PFMA”** is the Public Finance Management Act.

4. Reporting lines

- 4.1. The EXCO reports to the College Council.

5. Composition

- 5.1. The members of the EXCO will be elected by the members of the College Council.
- 5.2. At least 50 per cent of the members of EXCO must be external persons who are members of the Council, besides the Accounting Officer and the Deputy Principals.
- 5.3. The Chairperson of the College Council shall serve as the chairperson of EXCO.
- 5.4. The term of office of EXCO shall coincide with the Council term for external members elected by Council.
- 5.5. Members of EXCO shall be notified in writing of their appointment by the Chairperson of the Council, and their terms of reference shall be included in their letters of appointment.

Executive Committee of Council Charter	Date of version : June 2023	Due date for next review: January 2026	Authorised By Council	Page 5 of 9
--	--------------------------------	---	--------------------------	-------------

6. Secretary of the Executive Committee

- 6.1 The Secretary of the College Council shall serve as the secretary of EXCO.
- 6.2 The Secretary of EXCO should be subjected to adequate secretarial training to enable him/her to discharge his/her duties effectively.

7. Meeting Procedures

- 7.1. EXCO shall have four (04) meetings per annum. Special meetings may be called by the Accounting Officer or the Chairperson of Council.
- 7.2. In the absence of both the chairperson and deputy chairperson of EXCO, the committee may appoint any external member of Council as chairperson for the duration of the meeting.
- 7.3. A quorum of 50%+1 members is necessary for EXCO meeting to be properly constituted and proceed, provided that at least majority of external members of the Council are present.
- 7.4. An EXCO member who is absent from three (3) consecutive meetings without an apology shall be deemed to have resigned from the EXCO.
- 7.5. Members shall be advised of the meeting date at least 14 calendar days prior to the meeting.
- 7.6. An agenda and meeting pack for EXCO shall be circulated to all members at least seven (7) working days before the meeting. Minutes of the previous meetings shall be included with EXCO pack.
- 7.7. All EXCO recommendations shall be presented to Council for approval.
- 7.8. Members of management may be excused from any meetings where their presence might discourage open discussion among the EXCO members or unduly influence decisions that are not within the College's prerogative.

8. Functions

The EXCO is assigned, but not limited to the following functions:

- 8.1. To oversee implementation of strategies and decisions taken by the Council.
- 8.2. To recommend planned (budgeted) expenditure greater than R1 million, or within the limits as set by the DAF to Council, and further recommend the strategic, financial, risk management and internal control policies, procedures and systems for the approval of Council, as motivated by the Council sub-committees.
- 8.3. To oversee the preparation of the Annual report for approval by the Council.
- 8.4. To oversee the preparation of the College Strategic Plan, Annual Performance Plan and Operational plans.
- 8.5. To review business plans and expenditure, and planned capital projects, and make recommendations to Council.
- 8.6. To recommend to Council, any necessary and appropriate increases in estimated total costs of projects included in the approved budget over and above the pre-approved variation in the Supply Chain Management Policy, that management are proposing.
- 8.7. To review operations of the College in comparison with the College's budget.
- 8.8. To receive reports from management on legal matters and litigation of material concern.
- 8.9. To recommend to Council any sale or disposal of moveable assets proposed by management, above the delegated authority of the Accounting Officer.
- 8.10. To recommend to Council the write-off of all bad debts or settlement or abandoning of legal actions to recover amounts due to the College.
- 8.11. To recommend to Council the write-off resulting from impairment of assets per the College's financial policies.

Executive Committee of Council Charter	Date of version : June 2023	Due date for next review: January 2026	Authorised By Council	Page 7 of 9
---	--------------------------------	---	--------------------------	-------------

Colleges should forward any inputs and recommendations to the VCET Branch of DHET for possible consideration during the annual review process.

Any recommended changes agreed by the VCET Branch of DHET to the Executive Committee Charter should be presented to the College Council for approval.

Executive Committee of Council Charter	Date of version : June 2023	Due date for next review: January 2026	Authorised By Council	Page 9 of 9
---	--------------------------------	---	--------------------------	-------------