



STUDENTS' REPRESENTATIVE COUNCIL
IBHUNGA ELIMELE ABAFUNDI
STUDENTERAAD



UNIVERSITEIT
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STELLENBOSCH
UNIVERSITY

100
1918 - 2018

SRC 2021/22 TERMREPORT 2 SECRETARY-GENERAL

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Students' Representative Council
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Constitutional Responsibilities

As an SRC member my core responsibilities include.

To ensure that I represent students at every level institutionally and outside of the institution as well as to work to ensure that their rights are promoted. Furthermore, my constitutional role is to create initiatives that best serve the students and to constantly provide information and obtain feedback from them.

“(1) To act in the best interest of students and to actively promote students’ rights under CHAPTER 2.

(2) To represent students at –

(a) The University Council.

(b) The Senate.

(c) The Institutional Forum.

(d) Other committees, structures, and functionaries of the University.

(e) National and international student structures.

(3) To evaluate the University policy and give input in the formulation thereof.

(4) To formulate and maintain policy to ensure that the SRC performs its functions and duties effectively.

(5) To facilitate projects and initiatives to the benefit of students.

(6) To inform students continuously, and obtain feedback, about its activities”



Portfolio Overview

Within the SRC my role as the Secretary-General is to maintain internal communication within the SRC, this means ensuring that there is effective communication on all communication lines (Email, MS Teams and WhatsApp etc.) and ensuring that SRC members are well informed on all relevant information. My role further includes to coordinate General SRC and SRC Executive Committee meetings and to ensure that the necessary documents for these meetings such as Agenda's, Minutes and any other additional documents are made available. My role also includes proper recordkeeping of these meetings.

On an institutional level, my role is to ensure the availability of all the updated SRC records, reports, agendas, minutes, policies, etc through uploading them onto the SRC website to maintain institutional knowledge. My role on an institutional level also requires me to coordinate SRC (and SRC Executive) meetings with staff such as the Management of the Division of Student Affairs and the Stellenbosch University Rectorate and to also ensure proper recordkeeping of these meetings.

On a national level my role as the Secretary-General is to serve as a representative of the university at all designated meetings of the South African Union of Students (SAUS) and to ensure that the outcomes of these meetings are well communicated with the SRC. My role further includes liaising with the SRC's of various other institutions in South Africa to ensure that there is sharing of valuable information and effective communication between universities.



Committees/Task Teams

Workstream for Student Services

- As the Secretary-General, I serve on the Student Services Workstream. This Workstream is headed by the Registrar Dr. Ronel Retief and consists of members from various departments in the institution such as the Bursaries and Loans Department, Residence and Admissions etc. The aim of this workstream is to provide recommendations to the ICBC regarding how various issues on campus can be improved.
- No meetings took place this term

Naming Committee:

- The Naming Committee is headed by the Registrar Dr. Ronel Retief. This Committee is responsible for reviewing the names of Stellenbosch Universities buildings, residences, and other facilities to ensure that these names are in line with the Institutions Vision and Mission (specifically in terms of its commitment transformation). Furthermore, the Committee is also in charge of facilitating/heading the process of any name changes to buildings, residences, and other facilities.
- No meetings took place this term.

Senate:

- As an elected member, I serve on the Senate of the University. The role of this Statutory body is to be responsible for being accountable to the Council for the academic and research functions of the University and to perform such other functions as may be delegated or assigned to it by the Council.
- A joint Senate, IF and Council Meeting took place on the 18 of March to vote on the recommendation to council regarding the appointment of a New Deputy Vice-Chancellor: Research, Innovation and Postgraduate Studies. After this meeting a Senate meeting took place to approve recommendations from the faculty boards amongst other confidential matters.

SAUS:

- The South African Union of students is a body consisting of all the Chairpersons and Secretary-Generals at Universities in South Africa.
- A SAUS meeting was called on the 18th February to discuss any issues surrounding registration that may be experienced nationwide, as well as specifically looking at NSFAS issues.
- Another meeting took place on the 8th April to discuss the delay in NSFAS allowances at some institutions.



Term Overview

This I worked closely with the SRC Branding Manager Wandile Sebothoma on updating the SRC Website. We met with Jacolette Kloppers who is the Specialist Project Manager: Strategic Initiatives at the university. She assisted Wandile and I in shutting down the outdated part of the website that was last edited in the 2017 SRC Term and advised us on where to make improvements going forward.

Wandile and I worked on the structure of how we would like the website to look, and which pages it would include. Furthermore, Wandile designed updated graphics that fit the new SRC brand which I uploaded to the Website. I also looked at the hyperlinks on each page and ensured they were directing students to the correct, updated documents.

Furthermore, I updated the SRC Portfolios page to include the changes following the resignations of 2 of our members.

Much of my term included coordinating SRC general and executive committee meetings as well as meetings with Staff and keeping record of this and distributing it to the relevant channels being the SRC website, via email and on the MS Teams channels.

I also appointed a minute scribe this term to ensure that there is support for me in terms of keeping record of General SRC meetings.



Budget Usage

Utilise the following template or something similar to show your expenditure during this term:

<u>Project</u>	<u>Amount budgeted</u>	<u>Amount utilised</u>	<u>Amount available</u>
Minute Scribe	R4500	R1500 (payment per term)	R3000



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Plans for next term

- My plans for next term would be to continue to process of updating the website with Wandile.

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