

# LG Professionals SA HR Network

## Terms of Reference

### **Auspice:**

LG Professionals SA Network operates under the auspices of LG Professionals SA.

### **Purpose of Network:**

The HR Network exists to create opportunities for local government HR Professionals to connect, collaborate, influence and grow.

### **Its Functions:**

The functions of the Network are to:

*CONNECT:* To bring together people, ideas, experience and strategies.

*COLLABORATE:* To work collectively and share knowledge, resources and tools.

*INFLUENCE:* To raise the profile of HR Professionals in local government, with a focus on the strategic role they can play.

*GROW:* To create professional development opportunities for HR Network members.

### **Membership:**

Membership of this LG Professionals SA Network is open to:

- Individuals eligible for membership of LG Professionals SA under the LG Professionals SA constitution in the categories of Ordinary, Fellows, Life, Student Members and who has a relevant interest in the Group as defined above
- Individuals employed by Corporate Members subject to approval of LG Professionals SA HR Network Committee and LG Professionals SA Board

Membership is contingent upon agreement to support the purpose and functions of this Network.

### Network Coordinating Committee:

This LG Professionals SA Network will operate under the direction of a Coordinating Committee consisting of up to ten (10) members. There is to be no more than one (1) representative per council.

Committee Members will be elected for a two (2) year period with one half (1/2) of the committee positions being declared vacant each year. Nominations for these positions will be called for giving 30 days notice of the nomination deadline and outlining the voting process. In the event of more nominations than available positions being received voting via secret ballot will be held.

The following positions will be determined by vote by elected Committee Members.

Position
Chairperson
Vice Chairperson

All Committee Members' positions will be ratified by the Divisional Board.

The Committee may call upon experts from time to time to assist it to carry out the functions of the Network. It may also form sub-committees to assist it carrying out the purpose and functions of the Network.

The Committee will meet a minimum of four (4) times per year. A meeting quorum comprises three (3) Committee members.

Should a Committee member resign or not attend three (3) consecutive meetings of the Committee without, in the opinion of the Committee, adequate reason, the Committee may declare the position vacant and fill the position.

Decisions of the Committee will be determined by majority vote. Each Committee member will have one (1) vote. In the event of a tied vote the motion or decision under consideration, the Chair will have a casting vote in addition to a deliberative vote.

Committee Members may nominate, subject to approval of the Coordinating Committee, a proxy delegate to attend Coordinating Committee meetings when the Member is unavailable. Voting of a Committee Member's proxy representative will be limited to standing agenda items only, and as directed by the elected Committee Member they are representing.

Observers are welcome with permission of the Chair.

### **Reporting Structure and Process:**

Minutes of each of the Committee meetings will be kept by LG Professionals SA. The Minutes of a meeting shall be submitted to the Committee for ratification at the subsequent meeting. Copies of the minutes will be available to the Divisional Board.

Members will have access to the activities of the Network including Agendas, issues, forthcoming events, professional development opportunities via the LG Professionals SA website.

Where, in the opinion of the Committee, wider input of the Network membership is desirable Network members will be contacted via Email or other appropriate form of communication.

Network Members are encouraged to contact Committee Members and, if desired, make deputations to the Committee on sector issues.

The Committee will report to the Network Membership at relevant LG Professionals SA events.

### **Obligations of Committee Members and Persons Assisting the Committee**

All members of the Committee and any persons assisting the Committee will comply with these terms of reference and meet all LG Professionals SA constitutional requirements.

Any conflicts of interest must be declared.

### **Financial Arrangements for Networks**

#### **Membership Fees**

Network Members Membership Fees go to LG Professionals SA Membership Income Account.

#### **Reserve Account**

A Reserve Account will be established in the name of the Network, to be managed through decisions of the Network Coordinating Committee.

Any existing funds which an existing group choosing to become an LG Professionals SA Network has, will be held in their Network Reserve Account.

Interest from Network Reserve Account will be paid to LG Professionals SA Interest income line.

Should the Network cease to exist, the funds in the reserve account will be set aside for a period of 12 months should the network re-form. After this time, the funds from the reserve account will go into the general LG Professionals SA Account.

## **Income and Expenses resulting from Network Initiatives**

A budget in line with relevant LG Professionals SA budget and pricing policies must be presented to the LG Professionals SA CEO for all Network initiatives such as Conferences, Seminars, Trainings, Research projects and other events for approval.

This budget is to include an Administrative Levy in line with the current formula used by LG Professionals SA. This levy will be deposited in LG Professionals SA's Admin Levy Income line.

Any profit or loss resulting from the event after the Admin Levy is paid will be deposited / drawn from the Network Reserve account.