

LG Professionals, SA Continuous Improvement Network

Terms of Reference

Auspice:

LG Professionals, SA Continuous Improvement Network operates under the auspices of LG Professionals, SA.

Purpose of Network:

The LG Professionals, SA Continuous Improvement Network aims to provide focus and a forum for discussion, debate, information sharing and collaborative activities for SA Local Government professional practitioners, in order to progress the role and influence of Local Government in achieving a culture of change, innovation and implementation of process and operational improvements.

Its Functions:

The functions of the Network include:

- Provide a meeting based forum and focal point for discussion and debate regarding continuous improvement and innovation issues, ideas or projects of relevance to Local Government;
- Enable and facilitate information sharing between Councils regarding Continuous Improvement and innovation related topics and issues;
- Act as an advocate on continuous improvement and innovation issues in order to promote the benefits across local government.
- Enable and facilitate information sharing between the various levels of Government and other stakeholders as required, regarding continuous improvement and innovation;
- Where appropriate, and subject to relevant endorsement/approval by participating councils, undertake projects designed to achieve improvement/efficiency in processes that have application across all councils.

Membership:

Membership of this LG Professionals SA Network is open to:

- Those eligible for membership of LG Professionals SA under the LG Professionals SA constitution who has a relevant interest in the Group as defined above.

Membership is contingent upon payment of the prescribed membership fee and 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 twelve (12) members. Committee Members will be elected from financial network members.

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
Representative on National Issues (where appropriate)

Role of the Chairperson:

- Oversee and facilitate the conduct of the meetings;
- Ensure that appropriate meeting protocols are observed and that all committee members have an opportunity to participate in discussions in an open and responsible manner;
- Call the meeting to order and move the debate towards finalisation when a matter has been debated significantly and no new information is being discussed;
- Be the publicised point of contact to the Network for other interested stakeholders
- Authorise any formal correspondence from the Network

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 50% of 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.

Reporting Structure and Process:

Agendas will be distributed prior to the meeting, with a previous call for agenda items to be undertaken.

Minutes of each of the Committee meetings will be kept. The Minutes of a meeting shall be submitted to the Committee for ratification at the subsequent meeting. Copies of the minutes will be provided 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.