

ICMEESA FUNCTIONAL COMMITTEE STRUCTURE AND TERMS OF REFERENCE

Committee Name:	ENGAGEMENT COMMITTEE (EC)
Committee Function:	- To facilitate engagements and liaisons initiatives, on behalf of Institution, with a variety of stakeholders. - To identify relevant and best suited members, within the Institution, that may be subject matter specialists and or within the subject matter proximity for specific and enhanced engagements and liaisons outcomes. - To assess and advise the Board of Directors (BoD) on the relevance, value for effort, etc. to the Institution of any of the possible or proposed engagement and or liaison.
CHAIRMAN:	Eddie Singo
Committee Member 01:	Letuma Bosaletsi
Committee Member 02:	Brian Clark
Committee Member 03:	
Committee Member 04:	
Role of Committee:	
Powers of the Committee: (development of proposals to the board, etc.)	The EC is a subcommittee of, and exists and acts at the behest of the BoD. The EC therefore carries the mandate to, - engage and liaise with stakeholders on behalf of the BoD, - Negotiate with stakeholders on behalf of the BoD. The EC shall not conclude any agreement that may have <i>adverse effect</i> to the Institution or its members without express concurrence by the BoD. This is to ensure that the EC and the BoD are <i>ad idem</i> on critical matters.
Reporting of committee: (to the board quarterly and ad hoc as required)	Quarterly to Board
Meeting Frequency	Ad Hoc Meeting frequencies depend on, - the availability of matters about which engagements need to be initiated and - the frequencies agreed to with stakeholders with which engagements are held.

Meeting modality: (virtual, face-to-face, hybrid, etc.)	The preferred modality for EC meetings is through virtual means unless otherwise there are extenuating reasons to consider other available modalities.
Committee expertise: (knowledge of membership registration criteria, knowledge of the constitution, understanding of financial statements, etc.)	The requisite expertise will depend on the subject matter.
Areas of responsibility: (Institution finance, publications, etc.)	Institution's existing and potential stakeholders.
Committee member tenure: (yearly with the option of re-election)	• EC will adopt the same tenure as the BoD. • Each EC members will serve in the committee for as long as they are nominated and are available to serve. • At least 50% of committee members should always be retained, at the turn of each tenure, for the purpose of continuation.
Operation protocols of the committee: (expectations of input by members, timeous reporting, etc.)	All members of the Board and any additional Institution members who are co-opted on the Committees of the Institution can contribute to the effectiveness of this Committee.
Review and assessment of committee: (by the board, goals, strategic direction, etc.)	The BoD can review the effectiveness of the Committee on an Annual basis.
Resources and budget: (None, on request of the Board)	A minimum provisional budget can be made available for, • Travelling • Accommodation The likelihood of this budget being spent is highly unlikely given the adoption of virtual meetings, however it also depends on the amenability of stakeholders to meet virtually.
TERMS OF REFERENCE: Detail thoughts on how the committee would best function – considering the above	• Facilitate engagements and liaisons initiatives, on behalf of Institution. • Represent the Institution's, BoD's and members' mandate and best interest at any engagement and liaison. • Identify relevant and best suited members, within the Institution, that may be subject matter specialists and or within the subject matter proximity for specific and enhanced engagements and liaisons outcomes.

	• To assess and advise the Board of Directors (BoD) on the relevance, value for effort, related risks, etc. to the Institution of any of the possible or proposed engagement and or liaison.
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