

## **Re: Advisory Committee 2017**

The Advisory Committee serves as a critical community champion of Mthethwa Family Development Foundation (MFDF). Members of the Advisory Council share their gifts in service to our mission by providing our organization with their professional expertise; their diverse knowledge of constituent perspectives; their connections to local, national or international resources, colleagues or peers; their philanthropic support or other forms of needed assistance. The Advisory Committee has a governing function within the organization. They get to serve as a robust and transparent governance structure; to oversee the implementation of all MFDF strategies.

MFDF is committed to the vision of giving back for the growth of the community at large. Our strategic projects are aimed at achieving set goals as well as building a reputation as one of the most socially responsible organizations in South Africa. One of the main purposes of good corporate governance is to gain and maintain the trust of all stakeholders – trust in the way the Foundations is managed and supervised, trust in risk control, trust in financial and non-financial reporting and therefore trust in the Foundation as a whole. Integrity, transparency and clear communication are the vanguards of sound corporate governance at MFDF.

In compliance with legislation and regulations, the Foundation will provide all stakeholders and all other parties at the same time with the same information on topics that could have a significant impact on the development of the Foundation, subject to exceptions stipulated by law. Strict compliance with the basic principles of integrity, transparency and clear communication are high on MFDF's agenda. The internal processes are devised as carefully and transparently as possible, ensuring that these values are adhered to throughout the organization.

Characteristics which are important in the development of an appropriate moral stance include the following

**Transparency:** MFDF conducts business and values relationships based on 100% openness and disclosure.

**Accountability:** The different committee members are obligated to account for their activities, accept responsibility and to disclose the results thereof. All financial transactions must be clearly outlined with due processes followed.

**Result Oriented:** Committees strive to achieve all set goals in a responsible manner within the allocated time frame.

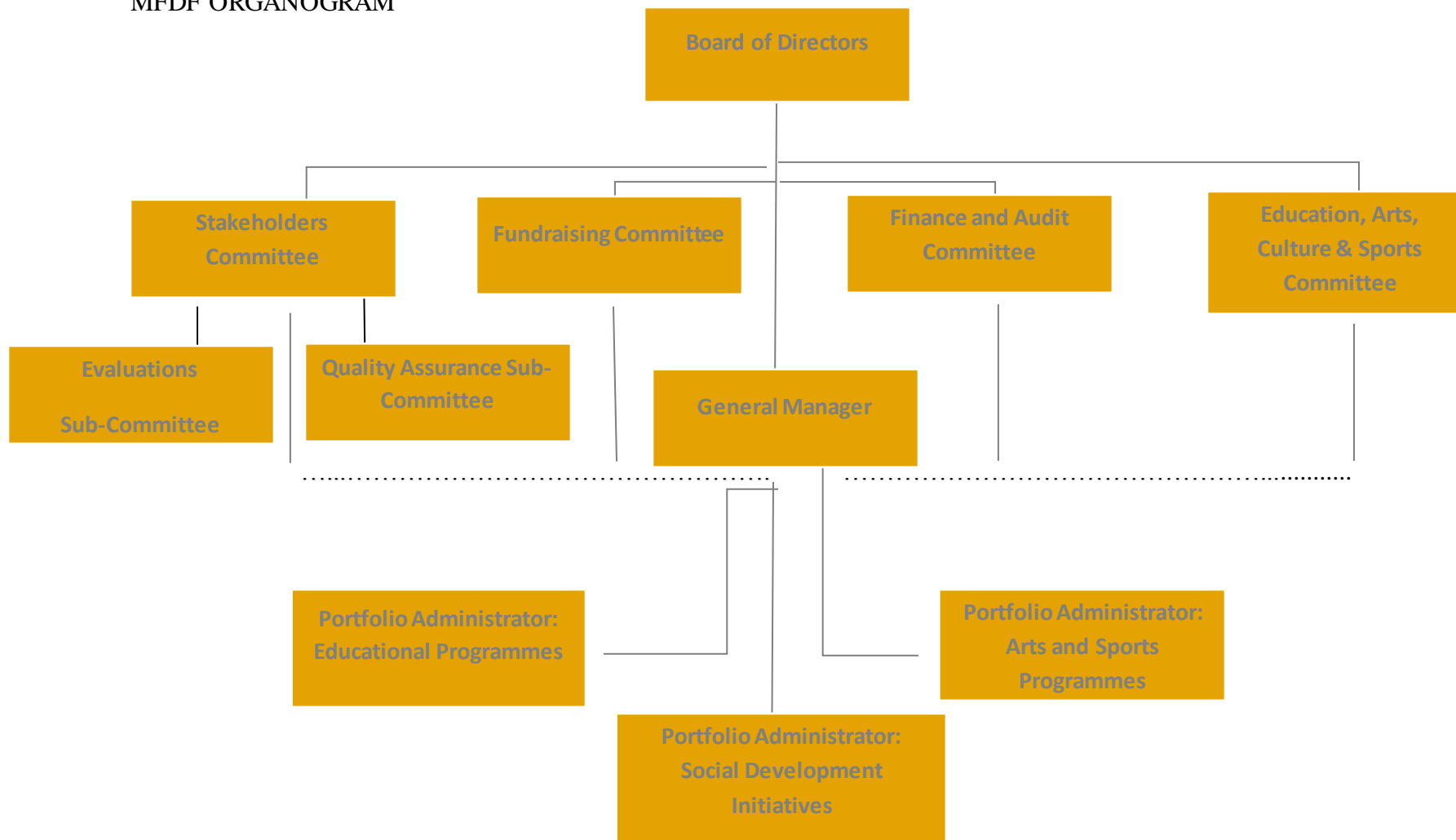
**Professionalism:** Every member demonstrates a high level of excellence, professionalism and competence in carrying out their duties. This is reflected

**Integrity:** Committee members operate with the highest level of honesty and ethics.

**Making a difference:** MFDF is set apart because it strives to make a significant difference in the lives of the children through our unique programmes. These programmes would have a lasting positive impact on the mental and physical wellbeing. This is the core value of our organization.

Please find below the organogram details of the different committees responsible for the governing of MFDF and

MFDF ORGANOGRAM



## **Educational Committee**

The Educational Committee strengthens multigenerational student's involvement within South Africa by initiating, sponsoring and celebrating local art, creativity, cultural and sports activities including, but not limited to, the areas of art, drama and dance, soccer and netball. The Committee will create opportunities to educate, inform and engage the students about cultural and sports affairs and will organize and supervise events to showcase local creative talent. The Committee shall be leveraging on partnerships and collaborations within the South African arts community to access expertise, advice, resources and facilities.

### **Responsibilities**

#### **1. Committee Responsibilities**

- MFDF seeks to make possible the dream of the beneficiaries, this being the ability to perform a play written and directed by themselves, with props and set contributed by the fine art participants. Staging a play which incorporates all of the sub-divisions of the portfolio will mean gaining national exposure, not as “Mthethwa Family Development Foundation”, but as products of a fully comprehensive educational programme. This will, in turn, allow the foundation to keep the entity type as potential sponsors/donors will have peace of mind about the credibility and effectiveness of the portfolio.
- The Foundation will rely on the committee to act as a bridge between the Foundation participants and institutions both locally and globally to assist in ensuring that the very talented participants are moulded for future sustainable opportunities. Examples of this would be very talented writers being assisted by entering a school such as National School of Arts where their talents and skills are honed.
- To advise on the preparation and delivery of submissions for arts, cultural and sports initiatives, where appropriate.
- To inform, liaise with and seek input from appropriate businesses, stakeholders, relevant agencies and the community with regard to Committee issues.
- To attract new arts, culture and sports opportunities to the different communities.

## **2. Reporting Responsibilities**

- Regularly report to the board of directors about committee activities, issues, and related recommendations;
- Report annually to the board of directors, describing the committee's composition, responsibilities and how they were discharged, and any other information required,
- Submit a summary of its activities for inclusion in the annual report; and
- Review any other reports the Foundation issues that relate to committee responsibilities.

## **3. Other Responsibilities**

- Perform other activities related to this committee as requested by the Board of Directors.
- Safeguard all the information supplied to it within the law;
- Investigate matters within its powers as identified; and
- Confirm annually that all responsibilities outlined to the committee have been carried out

## **Meetings**

The Committee shall meet once every quarter for a quarterly review. Additional meetings may occur as the Committee or its chair deems advisable. The Committee shall cause to be kept adequate minutes of its proceedings, and will report on its actions and activities at the next regular meeting of the Board. Directors and Committee members will be furnished with copies of the minutes of each meeting and any action taken by unanimous consent. Minutes of executive sessions shall be retained securely together with all other minutes of meetings of the Committee. The Committee is governed by the same rules regarding meetings (including meetings by conference telephone or similar communications equipment).

## **Evaluation and Review of Committee Charter**

1. The committee will annually undertake self-assessment on its performance. The Chairperson will provide each member with feedback on that member's contribution to the committee's activities at least once during a member's term of office.

2. The committee will annually review its performance to ensure that it remains relevant with the Committee's authority, objectives and responsibilities. All changes or amendments will be discussed and approved by the board of directors.

## **Composition and Qualifications**

Board of Directors has resolved that the Committee will consist of the following members:

1. Two Members holding the Educational portfolio.
2. Portfolio administrator and General Manager.
3. Up to 10 appropriately skilled representatives of the community, based on an established skills matrix.

All committee members' must

- Set the tone at the top
- Make ethics explicit
- Be ethical role models
- Encourage ethical conduct in others
- Hold others accountable for the ethics of their conduct

## **Appointments and Removal**

Committee appointments shall be approved annually by the full board of directors and the committee chairperson shall be selected by the committee members. As of \_\_\_\_\_ 2017, the Board of Directors has appointed the following to sit in this Committee

<b>EDUCATIONAL COMMITTEE</b>		
1.	Miss Thato Malatsi	Portfolio Administrator
2.	Mrs Mary-Ann Malatsi	Educational Advisor
3.	Miss Kelebogile Leletlhokoe	Educational Expert
4.	Miss Precious Olga	Educational Expert

## **Approval of the Fundraising Committee Charter**

Mthethwa Family Development Foundation's Fundraising Committee Charter is endorsed by the Chairperson of the Committee and approved by the Board of Directors.

\_\_\_\_\_  
**Signature**

Name: \_\_\_\_\_

Chairperson: Fundraising Committee

Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

Name: \_\_\_\_\_

Chairperson: Board of Directors

Date: \_\_\_\_\_