

TERMS OF REFERENCE

NOORD-KAAP



NORTHERN CAPE

**CONSTITUTIONAL AND SELECTION
COMMITTEE
NORTHERN CAPE CHESS**

Terms of Reference for the Constitutional and Selection Committee of Northern Cape Chess Association

1. Purpose

- 1.1.** The purpose of the Terms of Reference (TOR) is to give direction on the content, mandates, roles and responsibilities, composition and functions on how the Northern Cape Chess Association will give effect to the constitutional requirements in the Northern Cape Chess Constitution with the support of the Constitution and Selection Committee.
- 1.2.** This committee of Northern Cape Chess is constituted in terms of Section 24.1 of the approved Northern Cape Chess Constitution. The newly appointed Executive Committee has decided to combine the Selection Committee and the Constitutional Committee in the interim due to capacity constraints and the overlapping nature in responsibilities of these committees.

2. Composition

- 2.1.** The Constitutional and Selection Committee is made up of the individuals that were selected from the nomination process instituted by the new Executive Committee.
- 2.2.** This is an interim committee that will be reviewed one month after the Northern Cape Provincial elective Annual General Meeting in 2017
- 2.3.** The following members have been ratified by the Executive Committee, on 23 July 2016, to serve on the Constitutional/Selection Committee:

2.3.1. Liesel Ahjum (Chairperson)

2.3.2. Seth Kopedi

2.3.3. Warren Ahjum

2.3.4. Brayton Moses

3. Main Functions of the Constitutional and Selection Committee

- 3.1.** The main function of the Constitutional and Selection Committee is to ensure that all provisions of the Northern Cape Chess Constitution are adhered to and thus, in this regard, provide advice to the Northern Cape Chess Executive Committee on all matters contained in the constitution to carry out the mandate of Northern Cape Chess with good governance and administration practices in a transparent and inclusive manner;
- 3.2.** To support the Executive Committee (EXCO) of Northern Cape Chess to give expression to following constitutional objectives, as per Section 8 of the Northern Cape Chess Constitution, that are related to the development of the game of chess in the Province:

Constitutional objectives related to the constitutional/selection mandate of NC Chess

3.2.1. Objective 8.1: To advance the objectives of Chess SA within the area of its jurisdiction.

3.2.2. Objective 8.2: To direct, develop and administer the sport of CHESS within the area of its jurisdiction in accordance with the principles of good corporate governance and sound financial management and business principles.

- 3.2.3. Objective 8.5:** To represent its members and to advance the interest of its members generally.
- 3.2.4. Objective 8.6:** To participate in the management activities of Chess SA and to ensure that the interest of the Province is adequately represented at that level.
- 3.2.5. Objective 8.14:** To select representative players at all levels for participation in any tournaments whether same be local or international.
- 3.2.6. Objective 8.15:** To award local and provincial colours in terms of the criteria laid down in the rules and regulations.
- 3.2.7. Objective 8.18:** To perform its functions in a non-discriminatory and democratic way, striving at all times to provide equal rights and fair opportunities to all chess players, administrators, managers, arbiters, coaches, and tournament organisers throughout the Northern Cape.
- 3.2.8. Objective 8.19:** To ensure that the encouragement, promotion, development and administration of the sport of CHESS, whether same be at Provincial, Regional or Local level, is carried out in accordance with the principles of non-racism, by which it is meant that race, ethnicity and nationality shall not be a basis for discriminating against or of affording privileges to any one person or group of persons. Such principles are more fully set out in the First Schedule of the Rules and Regulations of CHESS S.A. which is incorporated into this Constitution by reference and which principles the Province recognises and adopts.

4. Roles and Responsibilities of the Constitutional/Selection Committee

- 4.1.** The role and responsibilities of the Constitutional/Selection Committee, in relation to the constitutional objectives listed in paragraph 3.2 above, are:

4.1.1. Objective 8.1 and 8.2:

- 4.1.1.1. Ensure that all Northern Cape Chess committees/portfolios have terms of references and action plans.
- 4.1.1.2. Monitor quarterly reports of all committees to assess progress in terms of all the objectives listed in the Constitution of Northern Cape Chess.
- 4.1.1.3. Provide monthly reports to the Northern Cape Chess Executive Committee for reporting purposes to Chess South Africa and Department of Sport, Arts and Culture.

4.1.2. Objective 8.5 and 8.6:

- 4.1.2.1. Provide written comments on all Chess South Africa documents and provide advice to the Executive Committee of Northern Cape Chess on policy related matters.
- 4.1.2.2. Provide support to the Executive Committee of Northern Cape Chess to table specific issues from regions at Chess South Africa meetings.
- 4.1.2.3. Facilitate the vigorous discussion of policy matters in the province and coordinate meetings/feedback with provincial chess regions to establish a policy position for the province on certain matters
- 4.1.2.4. Advising the Executive Committee of Northern Cape Chess on the policy directive from chess regions and assist the Executive Committee to table such policy directives at Chess South Africa meetings after it was agreed upon in the province.

4.1.3. Objective 8.14 and 8.15:

- 4.1.3.1. Develop “**Rules and Regulations**” for the Executive Committee of Northern Cape Chess in terms of Section 25.1 of the Northern Cape Chess Constitution and ensure that all chess stakeholders in Northern Cape Chess are aware of these “**Rules and Regulations**” since this will be a new practise in Northern Cape Chess.
- 4.1.3.2. Monitor compliance on the “**Rules and Regulations**” and advice the Executive Committee in the event of non-compliance to these Rules
- 4.1.3.3. Ensure that the substitution and amendment of the Rules are done in accordance with Section 25.3 of the Northern Cape Chess Constitution.

4.1.4. Objective 8.18 and 19:

- 4.1.4.1. Establish a monitoring system for Northern Cape Chess to monitor progress made on all objectives outlined in the Northern Cape Chess Constitution in which statistics are kept to monitor progress.
- 4.1.4.2. Ensure that the Constitution is upheld and monitor the implementation of the MoU of schools.
- 4.1.4.3. Assist with the seamless integration between Northern Cape Chess and Northern Cape Schools Chess and that combined programmes are implemented and collectively facilitate database information.
- 4.1.4.4. Deal with all disputes and ethical issues according to the Codes of Conduct, disciplinary and grievance procedures in the “Rules and Regulations” of Northern Cape Chess.
- 4.1.4.5. Ensure that the facilitation of elective AGMs of Northern Chess and its regions are done in accordance with the provisions of the Northern Cape Chess Constitution.

4.2. Additional Functions

4.2.1. Development of Selection Criteria

- 4.2.1.1. Develop criteria for the selection of junior and senior teams to represent the province at national events
- 4.2.1.2. Ensure proper consultation on the selection criteria

4.3. General Functions

- 4.3.1. The Constitutional/Selection Committee must support the work of the other Committees of Northern Cape Chess and should foster good working and collaborative relationships with other committees.
- 4.3.2. The Committee will provide quarterly progress reports to the Executive Committee of Northern Cape Chess.
- 4.3.3. The Committee will give feedback to regions and other stakeholders, in an inclusive and transparent manner.
- 4.3.4. The Committee will keep proper records and Portfolio of Evidence to support the achievement of set targets

5. Meeting Guidelines

5.1. The role of the Chairperson

- 5.1.1. The chairperson of the Constitutional/Selection Committee is appointed by the Executive Committee of Northern Cape Chess in terms of Section 24.1 and 24.2 of the Northern Cape Constitution. Their roles are amongst other things to:

- 5.1.1.1. Convene meetings of the Committee;
- 5.1.1.2. Sets the Committee agenda;
- 5.1.1.3. Present progress reports to the Executive Committee of Northern Cape Chess as required;
- 5.1.1.4. Oversee the implementation of the Programme of Action/Action Plan of the Committee aligned to the set targets

5.2. The Role of the Secretariat

- 5.2.1.** Secretariat and support services should be selected amongst the ranks of the committee at its first meeting/electronic engagement. Their roles are amongst other things to:
- 5.2.1.1. The secretariat supports the Committee Chairperson in managing the business of the committee, and making necessary logistical arrangements for meetings/electronic engagements (issuing of notices, preparation of the agenda, and compilation of minutes, compilation, and submission of necessary reports.)
 - 5.2.1.2. The role of the secretariat is also to track and monitor the implementation of all resolutions that emanated from the Committee meetings, Executive Committee meetings and directives and provide committee reports.

5.3. Meeting Procedure

5.3.1. Frequency of meetings

- 5.3.1.1. The Constitutional/Selection Committee must have formal, monthly, electronic engagements and formal face-to-face meetings once bi-annually. Portfolio of Evidence of these engagements should be reflected in the quarterly report that will be submitted to the Executive Committee of Northern Cape Chess.
- 5.3.1.2. The "Rules and Regulations" on electronic engagements should be observed in the taking of resolutions and the recording of all decisions taken.
- 5.3.1.3. All issues to be tabled at the committee must clearly indicate the purpose, short background and recommendations.

5.3.2. Adoption of Resolutions

- 5.3.2.1. All items table to the committee that needs to be adopted must have a recommendation;
- 5.3.2.2. For an item to be adopted it must have a mover and seconder;
- 5.3.2.3. Should there be a counter proposal it should be seconded by another member;
- 5.3.2.4. Should the counter proposal not have seconder than the first item will be adopt as recommended;
- 5.3.2.5. Should there be a seconder for the counter proposal, the members will vote on the matter;
- 5.3.2.6. Majority will adopt the proposal;
- 5.3.2.7. Each member of the committee present shall have 1 (one) vote and the Chairperson of any meeting shall have a second or casting vote in the event of an equality of votes;
- 5.3.2.8. Adoption of resolutions can be done face-to-face or via email;

- 5.3.2.9. All recommendations/proposals must have a waiting period of 48 hours before adoption when done via email;
- 5.3.2.10. Should a member not respond within the 48 hours of the proposal made via email it will be regarded that the member is in full agreement with the proposal.

5.3.3. Attendance of meetings

- 5.3.3.1. Committee members must endeavour to partake in all engagements and meetings of the committee whether face-to-face or via email;
- 5.3.3.2. Committee members that are inactive in all activities of the committee in a quarter, consecutively, will be replaced by the Executive Committee of the Northern Cape.

5.3.4. Quorum

- 5.3.4.1. The quorum of the Committee is half the full membership, plus one.