



Institute of Waste Management of Southern Africa

BRANCH COMMITTEE - GUIDELINES

1. COMMITMENT FROM COMMITTEE MEMBERS

We all signed a declaration to undertake the work of the Institute of Waste Management of Southern Africa when we were nominated to serve on the Committee. It takes time to do this work and very often it means that personal sacrifices have to be made, especially because each person has his/her own work to do and we are all very pressed for time and resources. But it's true that the more you put in, the more you'll get out of the Institute!

Sometimes one's work circumstances change and make it impossible to give the necessary time to Institute work. If this becomes the case, it is sometimes better to let someone else who has more time take over your workload rather than letting your portfolio die. We are encouraged to form sub-committees, however, by drawing in other IWMSA members or contacts so that you can delegate the work and manage it, with the additional benefit of building capacity and depth in the Branch.

2. MEETING FORMAT

2.1 Apologies

Apologies should be in writing (according to the declaration) faxed/emailed to the Chair or Secretary. In the past, the Committee has operated on the following basis: - if a committee member misses three consecutive meetings without apology, they cease to serve on the Committee.

2.2 Matters arising from previous minutes

After any corrections, briefly run through action points and either delete or carry forward the items for a specified time.

2.3 Portfolio reports

Each portfolio manager is requested to report back on their portfolio.

2.4 New business

This additional agenda item should be where we break new ground. Where at all possible new issues requiring action will be allocated to an existing portfolio or if necessary to a task group for action.

2.5 General

Once all matters on the agenda or minutes have been discussed, each member of the committee will have the opportunity to raise any outstanding relevant matter under General.

3. DATES OF NEXT COMMITTEE MEETINGS AND EVENTS

Branch Committee meetings:

Regular branch meeting should take place.

Branch events:

Need to be interspersed (or combined) with these meetings.



Institute of Waste Management of Southern Africa

List of events with proposed dates, updated at each committee meeting and forwarded to Head Office to upload on the website and/ or any other such agreed means of marketing.

4. BRANCH ADDRESS AND CONTACT DETAILS OF COMMITTEE MEMBERS

A copy of this information should be sent to Head Office, plus whenever this information changes.

5. CO-OPTES FOR BRANCH COMMITTEE

Only associate, voting members and nominated representatives from organisation and patron members may be co-opted to serve on the committee and this can be used to achieve the transformation targets or to assist in workload.

6. GENERAL

- Contribution to the electronic newsletters and website - each committee member should make regular contributions.
- Must control finances through the national bookkeeping system implemented by Head Office, or as otherwise agreed.
- Participation by chairperson or their representative at council meetings - branch chairperson must prepare and submit a written report/ presentation at the council meetings and report back to the committee on resolutions taken at council meetings