

GOVERNANCE PORTFOLIO PLAN

GOAL 1 - TO HAVE THE STATUTORY RETURNS UP TO DATE WITH CIPC

Actions

- Take all signed documents to LPH COMPLETE
- Confirm with LPH that everything is in order COMPLETE
- Request that they file with CIPC COMPLETE

GOAL 2 - TO HAVE A FINANCE DIRECTOR

Actions

- Combine Governance/Administration and Finance Portfolios COMPLETE
- Make an appointment AT NEXT AGM

GOAL 3 - TO HAVE A NEW MOI

Actions

- Circulate proposed MOI COMPLETE
- Collect as many proxies as possible COMPLETE
- Have SGM to vote for MOI COMPLETE
- Await response from CoCT ON GOING
- Find out deadline from LPH BY END MAY
- File with CIPC (SEE ABOVE)

GOAL 4 - TO HAVE A NEW ADMIN MANAGER

Actions

- Advertise in the media COMPLETE
- Set up meeting of selection committee COMPLETE
- Sift through CVs and draw up shortlist COMPLETE
- Conduct telephone interviews COMPLETE
- Select candidates for final face to face interviews COMPLETE
- Make appointment BY END MAY

GOAL 5 - TO HAVE WRITTEN POLICIES, PROTOCOLS AND PROCEDURES

Actions

- Draw up action plan on how to move forward COMPLETE
- Write PPP manual with D Johaadien BY END AUGUST
- Post draft policies and protocols for members' comment SEPTEMBER
- Publish policies and protocols on website OCTOBER