



UNIVERSITY  
OF  
JOHANNESBURG

## CHARTER FOR THE HIV AND AIDS COMMITTEE

### 1. NAME

The Committee is known as the HIV and AIDS Committee and is hereafter referred to as the Committee.

### 2. STATUS

The Committee is appointed by the Management Executive Committee (MEC) and reports to the MEC.

### 3. MISSION AND GOALS

3.1 The Committee fulfils a coordination and monitoring role in accordance with the Higher Education HIV/AIDS programme (referred to as the HEAIDS Strategy) and functions within the legal and management framework of the University of Johannesburg;

3.2 The overall goal is therefore to facilitate the execution of the HEAIDS Strategy within the University community by:

3.2.1 reducing the threat of the spread of HIV, AIDS, STI's and related complications;

3.2.2 mitigating its impact through planning and capacity development; and

3.2.3 managing the impact of the epidemic in a way that reflects the ethical, social, knowledge transmission and production that is the mission of higher education institutions in society.

### 4. COMPOSITION OF THE HIV AND AIDS COMMITTEE

4.1 MEC member designated by the MEC (Chairperson);

4.2 Head: Institutional Office for HIV and AIDS (IOHA) (Deputy Chairperson);

4.3 Representative from Student Affairs responsible for Risky Student behaviour;

4.4 Manager: Primary Healthcare;

4.5 Manager: Health Training Centre;

4.6 Stream Leader: PSYCAD Therapeutic Services (or representative);

4.7 Wellness Specialist (HR);

4.8 One representative selected amongst the recognized unions to represent the union-fraternity;

4.9 One senior academic representing each faculty;

4.10 Central Student Council Representative responsible for Transformation, Gender and Policy (with specific reference to HIV and AIDS);

4.11 Co-opted persons relevant to specific projects (i.e. Protection Services, Marketing and Communications, etc.);

- 4.12 Invited persons for a particular meeting in accordance with the agenda items: (Community Engagement, Research and Innovation, Library, Information Services, Occupational Health Manager, Financial Business Partner, Occupational Safety Manager, Training and Development Officer );
- 4.13 Relevant sub-committees or task teams may be established by the Committee, according to the project needs.

## **5. FUNCTIONS**

The Committee:

- 5.1 Functions within the current professional-ethical, legal, higher education and policy framework of the Republic of South Africa (including the HEAIDS programme and related projects) with specific reference to HIV and AIDS;
- 5.2 Compiles the University's HIV and AIDS strategy, in accordance with the Policy Framework and Strategy on HIV and AIDS, STI's and TB for Higher Education in South Africa, for approval by the Management Executive Committee, with specific reference to at least the following:
- 5.2.1 policy, leadership, advocacy and management;
- 5.2.2 prevention: HCT, STI's, Peer Education (staff and students), care and support;
- 5.2.3 workplace programme;
- 5.2.4 teaching (curriculum integration);
- 5.2.5 research/knowledge creation;
- 5.2.6 community outreach/engagement;
- 5.2.7 communication;
- 5.2.8 monitoring: evaluation and reporting (integrated function);
- 5.3 Facilitates and monitors the implementation of the university's HIV and AIDS strategy;
- 5.4 Initiates and co-ordinates appropriate HIV and AIDS-related 'fundraising', partnerships and projects, in consultation with Institutional Advancement;
- 5.5 Activates and maintains a University-wide data-basis with reference to HIV and AIDS-related activities/projects on campus;
- 5.6 Compiles the annual budget for submission;
- 5.7 Supports Campus Health Services in the execution of the HCT programme;
- 5.8 Supports the Head of IOHA in the execution of the Strategy of HEAIDS;
- 5.9 Advises the MEC on HIV and AIDS matters.

## **6. SCOPE OF AUTHORITY**

- 6.1 All HIV and AIDS-related activities are considered by the Committee with specific reference to relevance, timing and costing, in accordance with approved funding proposals;
- 6.2 All recommended activities are submitted to the MEC for consideration and approval;
- 6.3 Funding proposals are managed in accordance with UJ financial governance.

## **7. FINANCIAL MANAGEMENT**

The Committee:

- 7.1 Functions within the University's financial management policies and procedures;
- 7.2 Executes and complies with the HEAIDS funding and financial administration requirements;
- 7.3 Applies the principles of corporate governance with regard to financial management;
- 7.4 Adhere to donor requirements;
- 7.5 IOHA serves as the financial administrator on behalf of the Committee.

**8. MEETING PROCEDURE AND REPORTING**

- 8.1 The HIV and AIDS Committee has at least four (quarterly) meetings per academic year (meeting dates are set in advance and reflected in the University's year programme);
- 8.2 The IOHA Office Administrator serves as the Secretary. The Secretary administers meetings in accordance with the Guide to Effective meetings;
- 8.3 The Chairperson of the Committee may call an extraordinary or emergency meeting in accordance with the University's Rules;
- 8.4 A quorum of a meeting consists of no less than fifty per cent plus one of the total members of the HIV and AIDS Committee. Attendance by SRC members is not taken in consideration when determining whether the committee is quorate;
- 8.5 Minutes of the meeting is circulated to members of the committee and approved at the next HIV and AIDS Committee meeting;
- 8.6 Representatives on the Committee and co-opted members submit written reports to the Chairperson on a quarterly basis or as required;
- 8.7 A summarised written report (or the minutes) of each meeting is submitted to the MEC on a continuous basis;
- 8.8 The annual report is submitted to Council, the Institutional Forum and Senate (by the Registrar) for noting.

**9. LIFESPAN AND DISSOLUTION**

The term of office of members is as follows:

- 9.1 The MEC member, Heads and Managers serve by virtue of their office;
- 9.2 Elected members serve by virtue of their office or as determined by the relevant constituency;
- 9.3 In the absence of the Chair, the Committee is chaired by the Deputy Chair
- 9.4 If the membership of a member of the Committee terminates for any reason before the expiry of the period for which the member was appointed, a successor for the remaining period is appointed;
- 9.5 The Committee can be dissolved by the MEC.

Amendments approved by MEC on 10 November 2015