



**CHARTER FOR THE MANAGEMENT EXECUTIVE COMMITTEE:  
TRANSFORMATION COMMITTEE (MEC TC)**

<b>Charter Owner</b>	Registrar
<b>Division/Unit/Department</b>	University Secretariat
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## CHARTER FOR THE MEC TRANSFORMATION COMMITTEE

### 1. PREAMBLE

The University of Johannesburg's (UJ) mission is to “inspire its community to transform and serve humanity through innovation and the collaborative pursuit of knowledge” in all its facets. Furthermore, it owes its existence to the national government's agenda to achieve the transformation of Higher Education in South Africa.

To this end, in pursuit of this goal and mission, the Management Executive Committee (MEC) saw it fit to create a committee to drive, monitor and implement its transformation agenda; thus, the institution has since pursued a transformation agenda. Transformation is woven into the institution's social, intellectual and structural fabric and is intended to redress past inequities and create opportunities for all, irrespective of race, class, nationality, gender, sexual orientation, (dis)ability, religion, or any other identity. The MEC is committed to leading the transformation process within the University, thereby contributing to creating future leaders for a diverse and democratic society.

### 2. SCOPE OF AUTHORITY

The MEC delegates the appropriate scope of authority to the MEC Transformation Committee (MEC TC).

### 3. NAME

The name of the Committee is the MEC Transformation Committee, referred to as the MEC TC.

### 4. STATUS

MEC TC has oversight and delegated authority and reports back to MEC on a quarterly basis. As a coordinating committee with delegated authority, the mandate of the Committee is to coordinate, collate and report on transformation initiatives. MEC TC functions in accordance with the authority delegated to it by the MEC.

The transformation initiatives are coordinated by the Transformation Division, located within the Human Capital Management (HCM) Division.

### 5. COMPOSITION

The MEC TC comprises the following:

- 5.1. Chief Operating Officer. (Chairperson).
- 5.2. Senior Executive Director:
- 5.3. Two academics from the faculties, nominated by the MEC TC and approved by the MEC.
- 5.4. Executive Director: Human Capital Management.
- 5.5. Executive Director: Library and Information Centre.

- 5.6. Executive Director: Facilities Management.
- 5.7. Senior Director: Protection Services
- 5.8. Senior Director: Student Affairs.
- 5.9. Senior Director: Teaching Excellence.
- 5.10. Senior Director: UJ Sport.
- 5.11. Senior Director: Campuses.
- 5.12. Director: Transformation.
- 5.13. Director: PsyCAD.
- 5.14. Director: Institute for Pan-African Thought and Conversation.
- 5.15. Senior Manager: Arts and Culture.
- 5.16. Director: Centre of for Student Health and Wellness.
- 5.17. Specialist: Wellness Manager, nominated by the responsible MEC member.
- 5.18. Head: Multilingual Language Services.
- 5.19. Senior Manager: Community Engagement.
- 5.20. A representative from the UJ-Student Representative Council (SRC) nominated by the UJ-SRC. .
- 5.21. One labour union representative nominated by the recognised labour unions.
- 5.22. Non-committee members such as advisors, experts and other external parties may attend committee meetings by invitation through the Chairperson.

## **6. PURPOSE AND FUNCTIONS**

The purpose and function of the MEC TC are to coordinate, collate and report on transformation activities throughout the University.

The specific functions are:

- 6.1. Develop a Transformation Action Plan through a consultative process with relevant stakeholders for recommendation and approval by MEC and noting by Council.
- 6.2. Ensure buy-in and support the implementation of transformation imperatives through programmes, awareness campaigns, dialogues, surveys and other forms of engagement.
- 6.3. Identify continuous education programmes that support the institution's transformation agenda and facilitate robust communication through training and related communication strategies.
- 6.4. Monitor results and the impact of transformation initiatives on the performance of the University.
- 6.5. Create partnerships with other higher education institutions and external role-players to facilitate collaboration that can positively influence the institutional transformation agenda.
- 6.6. Ensure and maintain stakeholder relations, networks and partnerships internally and externally.
- 6.7. Belong to other transformation networks and ensure benchmarking for best practices.
- 6.8. Engage robustly in thought leadership activities with national and international peers and analyse national and international trends for alignment and best practices.
- 6.9. Report quarterly to MEC and follow up on recommendations.

## **7. MEETING PROCEDURE**

- 7.1. The MEC TC meets four times (quarterly) during the academic year, on dates determined in advance and reflected in the University's Year Programme.
- 7.2. A special or emergency meeting may be called at any time by the Chairperson, in accordance with the Rules for Effective Meetings.
- 7.3. The Chairperson may invite persons who are not TC members to attend meetings, provided that they may participate in discussions but not in decision-making.
- 7.4. The University Secretariat acts as the secretariat of the meeting and administers meetings in accordance with the Rules for Effective Meetings.
- 7.5. The majority of the members should be present to constitute a quorum.
- 7.6. Members are required to declare any conflict of interest at the meeting.
- 7.7. Decision-making is based on the principle of sufficient consensus.
- 7.8. When a matter is brought to vote, a simple majority of those voting must vote in favour of the proposal/resolution for it to be carried.
- 7.9. The Chairperson has, on any matter, a deliberative vote and, in the event of an equality of votes, also a casting vote.
- 7.10. Minutes of the meeting are circulated to members of the Committee and approved at the next meeting.
- 7.11. The MEC TC makes available the minutes of a meeting or a summarised report/action list to the MEC.

## **8. TERM OF OFFICE**

- 8.1. The members, reflected under sections 5.1 to 5.20 (excluding 5.3 and 5.2.2), serve on the MEC TC by virtue of their office.
- 8.2. The nominated members, reflected under sections 5.3 and 5.22, serve for a term of three years, and they may not serve more than two terms.
- 8.3. Student members of the Committee remain members for the term of office determined by the UJ SRC, provided that membership ceases automatically when a student member ceases to be a registered student or a member of the UJ SRC.
- 8.4. The MEC may dissolve the MEC TC.

Approved by the MEC on 22 May 2018

Titles updated in line with Council decision of March 2019

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