



STUDENTS' REPRESENTATIVE COUNCIL
IBHUNGA ELIMELE ABAFUNDI
STUDENTERAAD



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STELLENBOSCH
UNIVERSITY

100
1918 - 2018

SRC 2021/22 TERMREPORT I SECRETARY-GENERAL

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Students' Representative Council
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Constitutional Responsibilities

As per section 28 (3) of the Student Constitution my role/duties as the Secretary-General of the SRC includes:

- Being responsible for maintaining internal communication within the SRC.
- Being responsible for managing knowledge and institutional memory within the SRC.
- Being responsible for ensuring that SRC meetings, and any other meetings or consultations where the SRC require record-keeping, are properly recorded.
- Being responsible for updating, safekeeping, and making available records, recordings, policies, and other documents of the SRC, subject to the internal rules of the SRC.
- Being responsible for providing the Student Imbizo Convener and Speaker of the Students' Assembly with a regularly updated document detailing which SRC members serve on which specific University committees.



Portfolio Overview

Within the SRC my role as the Secretary-General is to maintain internal communication within the SRC, this means ensuring that there is effective communication on all communication lines (Email, MS Teams and WhatsApp etc.) and ensuring that SRC members are well informed on all relevant information. My role further includes to coordinate General SRC and SRC Executive Committee meetings and to ensure that the necessary documents for these meetings such as Agenda's, Minutes and any other additional documents are made available. My role also includes proper recordkeeping of these meetings.

On an institutional level, my role is to ensure the availability of all the updated SRC records, reports, agendas, minutes, policies, etc through uploading them onto the SRC website to maintain institutional knowledge. My role on an institutional level also requires me to coordinate SRC (and SRC Executive) meetings with staff such as the Management of the Division of Student Affairs and the Stellenbosch University Rectorate and to also ensure proper recordkeeping of these meetings.

On a national level my role as the Secretary-General is to serve as a representative of the university at all designated meetings of the South African Union of Students (SAUS) and to ensure that the outcomes of these meetings are well communicated with the SRC. My role further includes liaising with the SRC's of various other institutions in South Africa to ensure that there is sharing of valuable information and effective communication between universities.



Committees/Task Teams

Workstream for Student Services

As the Secretary-General, I serve on the Student Services Workstream. This Workstream is headed by the Registrar Dr. Ronel Retief and consists of members from various departments in the institution such as the Bursaries and Loans Department, Residence and Admissions etc. The aim of this workstream is to provide recommendations to the ICBC regarding how various issues on campus can be improved.

Naming Committee

The Naming Committee is headed by the Registrar Dr. Ronel Retief. This Committee is responsible for reviewing the names of Stellenbosch Universities buildings, residences, and other facilities to ensure that these names are in line with the Institutions Vision and Mission (specifically in terms of its commitment transformation). Furthermore, the Committee is also in charge of facilitating/heading the process of any name changes to buildings, residences, and other facilities.

Senate:

As an elected member, I serve on the Senate of the University. The role of this Statutory body is to be responsible for being accountable to the Council for the academic and research functions of the University and to perform such other functions as may be delegated or assigned to it by the Council.



Term Overview

[Access to sr@sun mailbox:](#)

At the beginning of my term, I had a thorough handover with my predecessor. One of the key points of discussion was how to access and use the sr@sun mailbox. A big problem that arose in this regard was the delay from the IT Department in granting access to myself and the Communications Officer. In the interim my predecessor assisted me in gaining access to the emails relevant to me, until we were finally granted access.

[Updating information on SRC Website:](#)

As our term commenced, one of my responsibilities was to ensure that the website was updated to the details of new SRC members and that all updated documents were made available. In order to gain access to the website I first had to undergo training in SharePoint. Once this was done, I was able to upload all recent Agenda's and Minutes, Important documents / information and update the information of the SRC members. This process however was not an easy one as even with the necessary training the use of SharePoint can be complicated.

[South African Union of Students:](#)

From the 11th – 13th of November, I attended a Workshop for all Coastal Institutions hosted by the South African Union of Students (SAUS) in partnership with the Department of Higher Education and Training (DHET). This conference was capacity training and was aimed at providing leaders with the necessary skills and information needed for their term. This workshop also served as a great opportunity to network with the leaders of other coastal institutions as well as other external stakeholders such as Higher Health and The Polisee Space.

[Committee Meetings:](#)

A meeting of the Workstream for Student Services was held on the 25th October 2021. A meeting of the Naming Committee was held on the 24th November 2021 and a Senate Meeting was held on the 26th November.



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General Activity:

Much of my term included ensuring that meetings were coordinated and that the Agenda's and Minutes for these meetings were provided. Furthermore, I ensured that the timetable for office duty was set up and that proper communication regarding SRC meetings/projects and initiatives was shared with the team.

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Plans for next term

My plans for the next term include ensuring that the SRC website is updated and improved based on recommendations made by SRC members at our pre-registration training. I also aim to create a proper document archive of all institutional documents relevant to students that can be easily accessed.

Recommendations

Because the role of Secretary-General is one that is heavily administrative my advice would be to ensure proper time management and recordkeeping, which is something that I struggled with initially. Furthermore, I would advise that the next Secretary-General (if necessary) appoints a minute scribe timeously to be of assistance to them.