



CHAIRPERSON: Dr Mamamelela Matlhako EMAIL: [postgraduateforumsa@gmail.com](mailto:postgraduateforumsa@gmail.com)

SECRETARY: Prof Bloodless Dzwauro EMAIL: [postgraduateforumsa@gmail.com](mailto:postgraduateforumsa@gmail.com)

## Election of new executive committee members: Nomination form

Thank you for your interest in nominating a candidate for the new executive committee of the Postgraduate Forum for Southern Africa (PGFSA) for the 3-year period of 2022-2024.

Please use the following form to nominate candidates. The deadline for nominations is 15 January 2022. Please submit your completed form to Dr Henriette van den Berg, at [postgraduateforumsa@gmail.com](mailto:postgraduateforumsa@gmail.com).

### Requirements for nominated members

Members nominated to form part of the Executive Committee (EXCO):

- Must be current members of the PGFSA.
- Must be committed to make the PGFSA a thriving organisation and to contribute to its development on strategic and managerial level.
- Must be committed to participate in the Forum meetings and activities regularly, to be willing to comply with the requirements of the EXCO membership, and to actively represent the Forum members and external stakeholders.
- Must have an active interest in promoting the quality of postgraduate education in Southern Africa.

### Requirements for members who nominate someone

The nominator must be a current member of the PGFSA.

**Please complete the sections on the following two pages.**

Please approach the person you intend to nominate to ascertain their interest and availability and ask them to complete the first section of this form.

**Nomination of a candidate for the position of (mark the relevant position with an X; a candidate can be nominated for more than one position):**

Chairperson  Vice-chair  Secretary  Treasurer  Additional member

Personal details of the candidate you are nominating		
Title, surname, and name		
Institution		
Job title/designation		
Write a short motivation why you are interested in becoming a PGFSA executive committee member		
<p>I, ..... (full name and surname) herewith accept my nomination to the executive committee of the Postgraduate Forum for Southern Africa for the period of 2022-2024 and, should I be elected as a member for the 2022-2024 executive committee period, I agree to actively participate in the executive and general activities of the PGFSA.</p> <p>Signature: _____ Date: _____</p>		



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**Personal details of the person who is nominating the candidate**

Title, surname, and name	
Institution	
Job title/ designation	
Write a short motivation why you are nominating this candidate for the position on the PGFSA executive committee	

I, ..... (full name and surname) herewith nominate  
..... (full name and surname) for the executive committee of the Postgraduate Forum for Southern Africa for the period of 2022-2024.

Signature:

Date:

## EXECUTIVE COMMITTEE PORTFOLIOS AND RESPONSIBILITIES

<p><b>Chair</b></p>	<p>Responsible for the overall management of the PGFSA.          Preserve the integrity of the PGFSA.          Chair all meetings.          Build relations with organisations that have a similar vision (National and International).          Initiate and maintain collaborations with organisations with similar aims as the PGFSA.          Manage global and national communication and networking with stakeholders such as Council of Graduate Schools (USA), Australian Council of Graduate Education, Carnegie, Postgraduate Supervision Conference.          Manage partnership agreements with national and international stakeholders.          Chair meetings and attend meetings on behalf of the Forum          Coordinate annual strategic planning.          Expand membership through networking with stakeholders.</p>
<p><b>Vice-chair</b></p>	<p>Stand in for chairperson, when necessary, at meetings and other events.          Take on joint responsibility for all activities of the chair as described above.          Expand membership through networking with stakeholders          Manage regional partnership relationships with stakeholders such as CHE, SARIMA and CODESRIA.          Coordinate regional activities.          Assist with the strategic planning of events and benchmarking activities.</p>
<p><b>Secretary</b></p>	<p>Schedule meetings in collaboration with rest of committee members and prepare agenda and minutes of meetings.          Communicate with member institutions, individual members, and executive committee members, distribute newsletters to members.          Maintain documentation that records the activities of the Forum.          Accesses all mails and respond appropriately.          Respond to all general queries.          Communicate with the membership and others who require info or assistance with PGFSA matters.          Refer issues requiring the attention of the Chair/Deputy chair, to the appropriate office bearer.          Refer all financial matters to the treasurer.</p>

<b>Treasurer</b>	<p>Manage all issues of membership finances. Issue all invoices and receipts, deal with all communications regarding finances and other financial matters. Responsible for annual financial report in collaboration with chair and vice-chair.</p>
<b>Additional member: Social media and marketing portfolio</b>	<p>Responsible for all activities relating to social media and updating it and in order to comply with the POPI Act. Distribute PGFSA pamphlets at opportune postgraduate events e.g., DUT Postgraduate conference, etc. (jointly with website member). Market the PGFSA via articles for the newsletter (jointly with newsletter member). Distribute the PGFSA folders (jointly with other EXCO members). Assist the secretary with monitoring of all mails and communicating with stakeholders.</p>
<b>Additional member: Membership drives portfolio</b>	<p>Responsible for membership drives: renewals and new, (institutions and individuals). Marketing of PGSA for membership. (Institutions and individuals). presentation at forums to market the organisation, Market the PGFSA via articles for the newsletter (jointly with social media member). Distribute the PGFSA folders (jointly with social media and web member). Assist the secretary with monitoring of all mails and communicating with stakeholders.</p>
<b>Additional member: Fundraising and website portfolio</b>	<p>Operationalize writing funding proposals for the PGFSA. Promote the organization. Assist with contributions to newsletters. Manage the website. Assist with creation of documents such as marketing pamphlets, bookmarks, and other material. Assist with arrangements for regional and national workshops.</p>
<b>Additional member: Newsletter portfolio</b>	<p>Coordinate contributions for newsletters. Prepare, manage, edit, and produce the PGSA newsletter.</p>
<b>Additional member: Honorary member</b>	<p>Prepare and distribute the PGFSA folders for distribution by social media, web, and membership drives members. Set up and maintain email accounts, email signatures and electronic letterheads. Provide support to committee members specifically in terms of promoting the PGFSA – newsletter, promotion of the PGFSA. Assist with presentations at forums to market the organisation.</p>