

## RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE



<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 PG 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).</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 in presentation at forums to market the organisation.</p>