

UGU SOUTH COAST TOURISM (USCT)

POLICY - AREA COMMITTEES

PREAMBLE

Whereas:

- The promotion, development and marketing of tourism in the Ugu District is holistically coordinated by USCT;
- USCT has the financial support and commitment of the Ugu District Municipality as well as that of the 4 local municipalities that fall within the Ugu District, namely: Ray Nkonyeni Umdoni, Umuziwabantu and Umzumbe;
- UGUSCT recognizes the need for active public participation, involvement and commitment to tourism in the district;
- In order to facilitate meaningful public participation, USCT resolved to form Area Committees comprising members of the USCT RTO/CTA (Regional Tourism Organisation or Community Tourism Association) as well as individual businesses within a designated geographical area.
- The USCT Board will define geographical areas, membership categories, and the associated annual subscription for membership, from time to time.

Now therefore:

The policy that regulates the formation and operation of such Area Committees and their Executive Committees follows.

POLICY

1. NUMBER OF AREA COMMITTEES

- 1.1 From time to time, USCT Board will identify geographic areas that require Area Committees.
- 1.2 The number of geographic areas will not be limited but, one should exist in each UGU Local Municipality District
- 1.3 Ideally, Area Committees will be supported by an USCT Tourist Information Centre.
- 1.4 Should a Tourist Information Centre not have been established in the area, the Area Committee will be supported directly by the USCT Head Office.

2. COMPOSITION OF AN AREA EXECUTIVE COMMITTEE

- 2.1. An Area Executive Committee will comprise a minimum of 5 (five) and a maximum of 11 (eleven) members.
- 2.2. At least 3 (three) but not more than 8 (eight) members will be fully paid up members of tourism that live in the area and have a direct interest in the tourism and leisure sector.
- 2.3. In the case of new Area Committees, any elected person will be granted a six-month (6) grace period in which to become a fully paid up member;
- 2.4. Regional Tourism Organisations or Community Tourism Associations (RTO/CTO) that have representation in the Area Executive Committee will also be granted a six-month (6) grace period in which to become fully-paid members;

- 2.5. Regional Tourism Organisations or Community Tourism Associations (RTO/CTO) can only be represented by one person in the Executive Committee;
- 2.6. The Ward Councillor serving the designated area, or a Councillor appointed by the Local Municipality should the designated area cover more than one ward, will ex officio be a member of the Area Executive Committee;
- 2.7. In the case of an Area Committee situated within Traditional geographical areas, a Traditional representative will ex officio be a member of the Area Executive Committee
- 2.8. The municipal Beach Manager or, failing, a Beach Manager, if concerning a Coastal Municipality, a communications department officer appointed by the municipality or delegated official serving the area will automatically be a member of the Area Executive Committee;
- 2.9. The USCT employee attached to the Tourist Information Office serving the area will be a member of the Area Executive Committee and may provide a secretarial service.
- 2.10. Failing, Tourist Information Office in the area, USCT will nominate a suitable employee to serve in the Area Executive Committee;
- 2.11 Ex officio members, Tourist Information Officers and Beach Manager Area Executive Committee representatives do not have voting rights whereas all other members do.
- 2.12. Paid up members may attend meetings of an Area Executive Committee as observers but without voting rights;
- 2.13. All approved minutes stemming from Area Executive Committee meetings should be made available to all members within the designated area and to USCT Head Office for Board report purposes.

3. ELECTION OF MEMBERS TO AREA EXECUTIVE COMMITTEES

- 3.1 Members of the USCT RTO/CTA will be designated to a specific area as determined by the USCT Board from time to time.
- 3.2 Any person that is of good standing within a designated area will be eligible for election to that Area Executive Committee.
- 3.3 Should a company, organisation or corporate body or entity be the member, that entity must nominate a person to be its representative.
- 3.4 All members of the USCT RTO/CTA that live or have direct interests in leisure and tourism in the specified area will be entitled to vote members onto the Area Executive Committee.
- 3.5 The Executive Committee must ensure representation from relevant geographic, demographic, and tourism and leisure sectors served by the Area Executive Committee
- 3.6 Members will serve the Area Executive Committee for a period of two years where after they may be re-nominated.
- 3.7 Voting will take place annually at an Annual General Meeting (AGM) of members held at the beginning of each financial year.
- 3.8 Nominations for membership may be made from the floor and each nomination shall be seconded and an indication of acceptance given by the nominee.
- 3.9 Should a vacancy occur during the year, the Area Executive Committee may co-opt a replacement member for the remainder of the term.
- 3.10 All Area Executive Committee Members as determined through the correct voting process will still require ratification by the Board of USCT which has the reserved right to

decline all or part of an Area Executive Committee's composition and the Board's decision in this regard will be final.

3.11 Should there be new members brought on to an Area Executive Committee via co-option USCT Head Office requires notice of such so that Board can approve such as per Clause.

3.12 Spouses (husband and wives even if conducting individual businesses or representing separate RTO/CTO) may not be elected to the Area Executive Committee

4. AREA EXECUTIVE COMMITTEE OFFICE BEARERS AND MEETINGS

4.1 Immediately after their election, the members of the Area Executive Committee shall elect from amongst their number a Chair and Vice-Chair.

4.2 USCT will induct members of the Area Executive Committee within 30 days following their election.

4.3 The Chair or, in his/her absence, the Vice-Chair will be required to serve on the USCT CEO's Forum which shall meet no less frequently than once every two months.

4.4 The CEO shall provide a copy of the USCT Strategic Plan to members of the CEO's Forum on completion of an annual review of USCT's Tourism Strategy.

5. TERMINATION OF MEMBERS OF AREA EXECUTIVE COMMITTEES

An Area Executive Committee member shall cease to be a member of the Area Executive Committee if:

5.1 He/she resigns by letter addressed to the Chairman of the Area Committee; or

5.2. A ruling of the Board of USCT deprives such a person of his/her membership; or

5.3. He/she is absent from 3 (three) consecutive committee meetings without prior leave of absence unless excused by the Area Committee; or

5.4. If USCT Board, after properly evaluating the matter, and hearing all versions and reasons, determines the unsuitability of a member at any time.

6. FUNCTIONS OF AREA COMMITTEE

To assist the USCT CEO in achieving the objectives of USCT and furthering tourism by:

6.1 Representing the tourism interest of the designated area and representing the USCT CEO at local functions if requested to do so by the CEO;

6.2 Promoting & supporting the initiatives of USCT within the designated area & creating new membership.

6.3 Identifying tourism development opportunities in the designated area;

6.4 Identifying tourism marketing opportunities in the designated area;

6.5 Presenting an Area Tourism Business Plan indicating how the allocation will be spent. Such a plan may include specific tourism projects, specific tourism campaigns, tourism fund raising or any other tourism related activity which is in the best interest of tourism for that area and for the Ugu District as a whole;

6.6 All area committees will be granted a financial allowance to enable them to fulfil part of the business plan. The proposal for funding must have the majority support of the area committee.

6.7 Funding applications must be approved by the CEO who must apply the policy fairly and objectively and give feedback to the Area Chairperson on the application's suitability.

6.8 Providing input on tourism related proposals for the designated area as well as on the area events calendar, and tourism events actually held in the designated area and their respective close-out reports;

- 6.9 Assisting with the implementation of elements of the designated area business plan where possible and, if so requested;
- 6.10 Reporting on the operations and effectiveness of the Tourist Information Centre;
- 6.11 Convening any general meetings or hosting member functions to encourage sector networking, member recruitment and sharing of information and opportunities.

7. MEETINGS OF AREA EXECUTIVE COMMITTEES

- 7.1 Area Executive Committees shall meet at least every second month or as often as the Chair may determine, provided that at least 14 (fourteen) calendar days written notice is given, which may be by e-mail;
- 7.2 50% (50 percent) of the members of the Area Executive Committee present at any meeting duly convened shall constitute a quorum, with the power to act on decisions taken;
- 7.3 Decisions of the Area Executive Committee shall be made by the majority vote of those present and in the event of the voting being even, the Chair, or other presiding officer, shall have a casting vote.
- 7.4 Should the Chair not be available to conduct said meetings, the Vice Chair can be delegated to do so in his/her absence.

8. GENERAL MEETINGS OF MEMBERS

- 8.1 Not less than fourteen (14) calendar days written notice of all General Meetings shall be given, and shall be accompanied by an Agenda. The notices shall be given to all area members, but any omission to give timeous notice of meeting, or the non-receipt of the notice by a member, shall not invalidate the proceedings of the meeting, provided a quorum is present, and provided all members have had prior notification;
- 8.2 Should 15 (fifteen) members formally request an extra-ordinary General Meeting, the Chair will be required to call such meeting within 21 days;
- 8.3 All matters before a General Meeting shall be decided by a majority vote of all those present and entitled to a vote, and in the event of voting being even, the Chairperson or member presiding shall have an additional or casting vote.
- 8.4 The Chair shall preside at every General Meeting, or, if absent, the Vice Chairperson, or, in their absence, the members present shall elect a member to occupy the Chair for that meeting.
- 8.5 The Annual General Meeting shall receive a report from the Chair on the activities of the past year and current proposals for that Area Committee. The nominated members of the Area Executive Committee for the forthcoming year shall take office at the Annual General Meeting.
- 8.6 The CEO and USCT Board Member associated with the designated area shall have a standing invitation to attend all general meetings as well as all meetings of the Area Executive Committee.

Approved by USCT Board 3 July 2008

Amended & Approved: 25 April 2013

Amended & Approved by Area Chairs: 13 August 2013

Amended and Approved by the Board: 9 December 2016

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