

**TERMS OF REFERENCE**

**FOR THE**

**ALEXANDRA**

**DEVELOPMENT FORUM**

**FEBRUARY 2002**

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## 1. Introduction

- 1.1 In accordance with a meeting of community stakeholders held on the 17 November 2001, it is hereby agreed to establish the **Alexandra Development Forum** on the basis of the terms and conditions as set out below.

## 2. Objective

- 2.1 The objective of the Alexandra Development Forum is to ensure that the Alexandra Renewal Project is implemented in a manner that is acceptable to and takes account of the needs of the residents of Alexandra.

## 3. Membership

- 3.1 Any organisation or stakeholder operating within the Greater Alexandra area can be a member of the Alexandra Development Forum.
- 3.2 Each organisation or stakeholder shall be represented for all purposes by three (3) representatives authorised in writing by the legal representative or an executive meeting of that organisation.
- 3.3 Each organisation or stakeholder can send an unspecified number of delegates to meetings. These delegates may not have voting rights but may participate in the deliberations.

## 4. Accountability

- 4.1 The Alexandra Development Forum is responsible and accountable to the residents of Alexandra.
- 4.2 The Alexandra Development Forum will interact closely with the Project Team implementing the Alexandra Renewal Project .

## 5. Role

The role of the Alexandra Development Forum is as follows:

- 5.1 Advise and makes recommendations on the development proposals of the Alexandra Renewal Project as well as any other development initiative in Alexandra.
- 5.2 Communicate the activities of the Alexandra Renewal Project to their organisations and/or constituencies.
- 5.2 Report on and evaluate progress on the ground.
- 5.3 Identify and assist in the resolution of on the ground problems.

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- 5.4 Ensure communication between all statutory and non-statutory stakeholders.
  - 5.5 Ensure that the community is actively involved in the implementation of the Alexandra Renewal Project as required.
  - 5.6 Support and promote the payment of reasonable charges for Local Government services by residents.
  - 5.7 Suggest programmes and projects to be undertaken by the Alexandra Renewal Project.

## **6. Administration**

- 6.1 The Alexandra Development Forum shall have the power to undertake all actions necessary to achieve its objective, but shall not have the powers to:
  - Distribute any profits or gains from any of its actions to any of its members whether during the existence of the Alexandra Development Forum or upon the dissolution or winding up thereof and
  - Carry on any trading or other profit-making activities.
- 6.2 Organisations or stakeholders participating in the Alexandra Development Forum shall not be required to pay any subscription in terms of this participation.
- 6.3 The Alexandra Development Forum shall manage no funds in its own right.
- 6.4 Funding for the administration of the Alexandra Development Forum will be provided by the Alexandra Renewal Project. Such funding will include for example meetings, stationary, secretarial support etc.

## **7. Meetings**

- 7.1 The Alexandra Development Forum shall meet at least once per month. The Executive Committee [see 11.1 below] may meet as many times as necessary.
- 7.2 Notice of a meeting shall be given to participants as least one week before the date of such of meeting.
- 7.3 The quorum for any meeting of the Alexandra Development Forum shall be fifty percent of the participating organisations.

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## **8. Decisions**

- 8.1 Decisions shall be taken on the basis of general consensus by those present at the meeting.
- 8.2 Where general consensus cannot be obtained, voting of representatives of organisations shall occur by a show of hands. Matters shall be decided by a majority vote of the members represented.
- 8.3 If one organisation differs from the consensus position taken by the Forum then they should remain part of the Forum, but their consensus position should be noted.
- 8.4 The Alexandra Renewal Project will not be bound by the decisions of the Alexandra Development Forum, but will take such decisions seriously and will make all efforts to meet such decisions.

## **9. Election of Chairperson and Vice-Chairperson**

- 9.1 On the adoption of this Terms of Reference the Alexandra Development Forum shall elect a Chairperson and Vice-chairperson from among the organisations represented.
- 9.2 The Chairperson and Vice Chairperson should be elected annually from the date of the adoption of this Terms of Reference.
- 9.3 The duties of the Chairperson and in his/her absence the Vice-Chairperson shall be:
  - 9.3.1 Convene and chair meetings of the Alexandra Development Forum.
  - 9.3.2 Ensure that all stakeholders are participants of the Alexandra Development Forum.
  - 9.3.3 Act as the Forum's official spokesperson

## **10. The secretariat**

- 10.1 The secretariat to the Alexandra Development Forum shall be undertaken by a nominated representative of the community. Resources should be provided by the Alexandra Renewal Project in terms of minute taking, printing documentation etc.

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## **11 Sub-committees**

11.1 The Alexandra Development Forum shall elect an Executive Committee comprising:

11.1.1 Not more than 5 members who are elected from the community

11.1.2 The Chairperson and Vice-Chairperson

11.1.3 At least two representatives from the Alexandra Renewal Project.

11.2 The Alexandra Development Forum shall form Sub-Committees on the same lines as the Alexandra Renewal Project's functional teams including:

11.2.1 Physical Development [including housing, engineering services and spatial planning and the environment]

11.2.2 Economic Development [including local economic development, public safety and security, heritage].

11.2.3 Social Services [including education, health, welfare, sport and recreation, arts and culture]

## **12. Resignations**

12.1 Participating organisations may resign by giving written notice to the Chairperson.

## **13. Dissolution**

13.1 The Alexandra Development Forum shall be dissolved by a ballot where not less than a two-thirds majority of participating organisations vote in favour of dissolution.

## **13. Amending Constitution**

13.1 This Constitution may be altered, added to or amended by resolution of not less than two thirds of the total number of participating organisations.

## **14 Statement of intent**

**The members of the Alexandra Development Forum representing civil society and communities involved in or living in Alexandra and surrounding areas, hereby record the enormous and immediate need to address renewal and development in Alexandra and solemnly and sincerely commit themselves to the implementation of the Alexandra Renewal Project.**

**In addition they further commit themselves to providing advice and assistance, in a spirit of co-operation and support, so as to ensure that the implementation of the Project is undertaken in a manner that meets the needs of the residents of Alexandra.**

