

Chapter Events Committee Framework

1. Introduction

1.1. Background

This document formalises the roles and functioning of the Chapter Events Committees within the defined, formal constitutional structure of COMENSA by:

- 1.1.1. Defining and clarifying the objectives, activities and outputs of the Chapter Events Committees in carrying out and supporting the internal (management) and external (professional development) functions of COMENSA; and
- 1.1.2. Defining and clarifying criteria with respect to what constitutes an appropriate event in terms of supporting COMENSA's Constitutional and Strategic Objectives
- 1.1.3. Defining and outlining a procedure for the smooth planning and organisation of Events.

1.2 . Structure of this Document

- 1.2.1 Section 2 summarises the role and functioning of the Chapter Events Committees
- 1.2.2 Section 3 outlines the objectives, activities and outputs of the Chapter Events Committees
- 1.2.3 Section 4 addresses event criteria
- 1.2.4 Section 5 includes procedures for planning and organising events.

Addendum 1: COMENSA Endorsement Policy

2. Role and Function of Chapter Event Committee Chairs

2.1. General Roles

The general roles of Chapter Event Committee Chairs are as follows:

- 2.1.1 In representing and interacting with members at provincial and local level, to support the undertaking of external functions by the National and Chapter Portfolio Committees in fulfilling the Mission and achieving the Objectives of the Association.
- 2.1.2 The activities of Chapter Event Committee Chair will be guided, supervised and co-ordinated by the duly-elected Provincial Chapter Committees through the Provincial Chair, who will act as liaison between the Chapter Portfolio Committees and the Executive Committee. The Chapter Events Committee Chair will liaise directly with the National Portfolio Committees in regard to the organisation of chapter-level events on their behalf.
- 2.1.3 In interacting with the Association's members, structures, stakeholders and any other persons or organisations as required to achieve their objectives, Chapter Event Committee Chairs may not in any way commit the Association to, nor associate it with, the adoption or implementation of any policy position or course of action, without the express prior approval of the Executive Committee.

- 2.1.4 To organise general meetings, particularly a chapter Annual General Meeting, in order to enable members located within the province concerned to discuss issues of strategic importance to the Association.
 - 2.1.5 To organise portfolio meetings at provincial level to enable members of the national Portfolio Committees to brief members on, and discuss with them, issues of importance.
 - 2.1.6 To organise events such as seminars and workshops in support of the development of best practice in coaching and mentoring for members within their respective provinces.
 - 2.1.7 To use the funding allocated to them by the Provincial Chapter Committee to cover cash outlays on event co-ordination expenses, and to account for the use of such funds to the Provincial Chapter Committee by submitting a report thereon, in a form prescribed by the Executive Committee (see Appendix 1), to the Provincial Treasurer within one month of the end of the Association's financial year.
- 3 **Objectives, Activities & Outputs** (Ref: COMENSA Portfolio Committee Framework; Table 1; p.9)

3.1 Objectives

- 3.1.1 Organise and manage professional development and other events for members and stakeholders.
- 3.1.2 Organise and manage internal management events for COMENSA members and structures.

3.2 Activities

- 3.2.1 Organise events in consultation with ExCo, the National Marketing & PR Consultant and the Provincial Chapter Committee to achieve the Chapter's strategic objectives.
- 3.2.2 Consult with relevant national portfolio committees on appropriate topic(s) and effective planning for particular events.
- 3.2.3 Obtaining ideas and needs the members might have and could best be served through these events.
- 3.2.4 Creating a database of topics and interesting people that would draw members and speak to their interest.
- 3.2.5 Use Special Interest Groups (SIGs) as opportunities to cater to requirements of specific membership categories.
- 3.2.6 Ensure that the venue and other costs of all events are covered through entrance fees levied and/or sponsorship secured.
- 3.2.7 Channel feedback on events from members and stakeholders to the National Marketing & PR Consultant.

- 3.2.8 Meet at least four times per year, and more frequently as required to achieve the Committee's objectives.
- 3.2.9 Minute all meetings in reasonable detail.
- 3.2.10 Report regularly to the Provincial Deputy Chairperson on activities, outputs and progress towards Committee objectives.

3.3 Outputs

- 3.3.1 Implementation of well-organised and effective professional development events.
- 3.3.2 Implementation of well-organised and effective internal management events.
- 3.3.3 Effective liaison with National Marketing & PR Consultant, and Membership Portfolio Committee Chairs
- 3.3.4 Detailed minutes of all meetings of the Committee.
- 3.3.5 Annual report on activities, outputs and progress towards objectives.

4 Event Criteria

- 4.1 Chapters may not levy membership or other fees on members, other than entrance fees to events organised by the Provincial Chapter Committee, which entrance fees must be intended to cover only the venue, refreshment and other direct costs of such events (Refer Clause 8.4.1(d)(ii) of the COMENSA Constitution.)
- 4.2 In terms of Clause 5.2.2 of the COMENSA Constitution, the event must not serve to establish, manage or operate any other organisation, entity or business venture, except in direct support of the specified Objectives of the Association as laid out in the Constitution or the Strategic Objectives as identified by the incumbent ExCo, and not being otherwise in conflict with the provisions of this Constitution and not involving the personal interest of any office-bearer of the Association and only in terms of a specific resolution by a majority of the Association's members in general meeting.
- 4.3 An event will be considered a COMENSA-sanctioned event if it complies with one or more of the following, with clause 4.3.5 a mandatory compliance:
 - 4.3.1 Has been authorised by the relevant Chapter Committee.
 - 4.3.2 Is part of the activities of a National Portfolio Committee.
 - 4.3.3 Has been budgeted for in the provincial chapter budget approved at the chapter AGM at the start of the current Financial Year.
 - 4.3.4 Is organised by, or in association with a COMENSA Chapter Events Committee Chair, or the National Marketing & PR Consultant.
 - 4.3.5 All proceeds and profit from the event (after costs - venue hire, guest speaker, workshop facilitator, equipment hire, catering etc) are for COMENSA to fund further events and activities. (Mandatory)

- 4.3.6 A COMENSA Event is to be distinguished from an income generating talk, workshop, training, CPD offering that is developed and offered by a member or their organisation ('A Member Event'), be they office bearer or not. If this offering furthers the aims of COMENSA this 'Member Event' may be included in a separate section on the COMENSA Bulletin and only upon payment of a fee.

5 Procedures & Templates for Event Notification, Planning and Organisation

5.1 Event Notification Procedure

- 5.1.1 Fill out Events Notification Template (see Appendix 2)
- 5.1.2 Email Event Notification to COMENSA Administrator at administrator@comensa.org.za AT LEAST one month prior to the event with EVENT NOTIFICATION in the Subject line of the email. The email needs to contain:
- 5.1.2.1 A request to load the event notification onto the EVENTS CALENDAR of the COMENSA website (please specify which region/s)
- 5.1.2.2 A request to send out a MEMBER BULLETIN (please specify date and which region/s)
- 5.1.2.3 A request to send out a REMINDER to members (please specify date and which region/s)
- 5.1.3 A copy of the event notification must be emailed to the National Marketing & PR Consultant at marketing@comensa.org.za AT LEAST one month prior to the event with EVENT NOTIFICATION in the subject line. The email needs to contain:
- 5.1.3.1 A request to include the event in the monthly COMENSA Chronicle summarising all upcoming events for the month and published on the first day of every month.
- 5.1.3.2 A request to include the event in the forthcoming issue of COMENSAnews (if an issue will be published between receipt of the event notification and publication of the COMENSAnews on the 1st working day of the month).
- 5.1.3.3 A request to load the event notification onto the COMENSA Facebook Page
- 5.1.3.4 A request to load the event notification onto the COMENSA LinkedIn Group. PLEASE NOTE: Notifications using this medium are always more effective if you can include information or an article on the topic that can be placed on the LinkedIn Forum to stimulate discussion.
- 5.1.3.5 In the case of a Member Event, Proof of Payment of advertising fees AND approval for the event as furthering the aims of COMENSA are required from both the Chair of the relevant National Committee and National EXCO.
- 5.1.4 Email a request to the appropriate regional Chairpersons: Membership Promotion to send an SMS reminder to members about the event +- 2 days before the event.
- 5.1.5 Please take photographs during the event and upload them onto the COMENSA Facebook page or send them (with captions) to the National Marketing & PR Consultant at marketing@comensa.org.za for publication on the COMENSA Facebook Page.

5.2 Event Planning & Organisation

5.2.1 Securing A Venue

- 5.2.1.1 Consider negotiating a venue 6 months in advance, for the next 12 months. Ask whether the venue would consider a special rate in light of the assured business.
- 5.2.1.2 Find out whether the prospective venue has off-peak days and times during which they would be prepared to offer reduced rates.
- 5.2.1.3 Remember that COMENSA is a Section 21 (non-profit) organisation, and ask the venue owners if they would consider a special rate.

ADDENDUM 1

COMENSA Endorsement Policy (5 October 2009)

COMENSA would like to endorse events, products and books that are aligned with the mission and vision of the organisation. In this way COMENSA supports the growth and continual improvement of the coaching and mentoring industry.

Criteria

COMENSA will endorse events, products and books where they:

- Are in line with COMENSA's mission of "Supporting professional practice and a learning culture in coaching and mentoring through standards and ethics."
- Are in line with COMENSA's vision of "Empowering people to achieve their full potential in a consciousness of sustainable well-being."
- Do not conflict in any way with COMENSA's mission and vision.
- Promote coaching, mentoring, supervision and all other COMENSA initiatives and special interests.
- Are unique in their offering.
- Offer members excellent value
- The persons/organisations seeking endorsement must be paid up COMENSA members in good standing.
- There are no costs to COMENSA pertaining to the endorsement.

Process

The process for obtaining endorsements is as follows:

- An applicant will need to motivate to ExCo why their event, product or book meets the criteria above in an email addressed to marketing@comensa.org.za; administrator@comensa.org.za and president@comensa.org.za.
- The Administrator will ensure that the applicant is a paid up member in good standing.
- Marketing will prepare a recommendation based on the motivation received from the member, which will be submitted to the President and one other ExCo member for review in order to ensure that it is legitimate and that the criteria are met.
- The motivation will be lodged with the COMENSA Secretary who will keep a file of all endorsements.

- The applicant will be notified that they may use the COMENSA logo and state that the event / product / book is endorsed by COMENSA.

By accepting the endorsement, the applicant acknowledges the disclaimer included below.

Disclaimer

COMENSA's endorsement of an event / product / book is based on the information supplied to COMENSA by the applicant. The endorsement is given within the spirit that the event / product / book is in line with COMENSA's objectives. COMENSA does not take any responsibility for the quality of the product/event /book and this must be made explicit to anybody who asks what COMENSA endorsement means. In addition the applicant is required to keep COMENSA informed, through the President, of anything relating to the product /event / book that could in any way tarnish or damage COMENSA's good standing in the coaching and mentoring community.