

**ABBREVIATIONS AND GLOSSARY OF TERMS**

* **8-Principles Action Plan** – framework for the advancement of women in the workplace and for evaluation of progress made in this area.
* **Automatically** – without an option or from force.
* **Biennial General Meeting** – an Annual General Meeting taking place every two years.
* Casting vote – a vote that someone may exercise to resolve a tied vote in a deliberative body.
* **CEO** – a Chief Executive Officer, the highest-ranking person in a company or other institution, ultimately responsible for taking managerial decisions.
* **Chairperson** – a person in charge of a meeting.
* **Coaching** – a method of training, counselling or instructing an individual or a group how to develop skills to enhance their productivity or overcome a performance problem.
* **Committee** – a group of persons appointed or elected to consider or take action on some matter.
* **Compulsory** – required by law or a rule; obligatory.
* **Co-opt** – appoint to membership of a committee by invitation of the existing members.
* **EXCO** – Executive Committee.
* **Forum** – a meeting or medium where ideas and views on a particular issue can be exchanged.
* **Gender** – characteristics of women, men, girls and boys.
* **General Council** – the main policy making organ which meets at least every two years or more often as determined by the Executive Committee.
* **Imbalance** – lack of proportion or relation between corresponding things.
* **Inequalities** – the state of not being equal, especially in status, rights, and opportunities.
* **LGBTQ+** – Lesbian, Gay, Bisexual, Transgender, Queer, or questioning persons or the community.
* **Mentorship** – the guidance provided by an experienced person in an organization or educational institution.
* **Patron** – a person chosen, named, or honoured as a special guardian, protector, or supporter.
* **Portfolio Committee** – responsible for oversight of the work their respective department does.
* **Quorum** – the minimum acceptable number of member needed to make the proceedings of a meeting valid under the bylaws.
* **Redress** – to put right a wrong action or unfairness.
* **Sexual harassment** – unwelcome sexual advances, requests for sexual favours, and other verbal or physical harassment of a sexual nature.
* **Terms of Reference** –document which explains the objectives, scope of work, activities, task to be performed, respective responsibilities and expected results and deliverables of the assignment or activity.
* **Women’s Forum** – platform for transforming the power of women's voices and perspectives into forward-thinking economic and policy initiatives for societal change.
* **Women’s Forum Chapters** – a group of person responsible for transforming the power of women's voices and perspectives into forward-thinking economic and policy initiatives for societal change.
* **Work-life balance** – the state of equally prioritizing the demands of one's career and the demands of one's personal life.
* **Workplace gender-based violence** – violence directed against a person because of their gender such as bullying, physical and verbal abuse from colleagues, supervisors or managers.

### TERMS OF REFERENCE: WOMEN’S FORUM

1. **Purpose**
	1. The Women’s Forum Committee (hereafter referred to as the Committee) core function is to facilitate and create an enabling environment to support, guide and equip women of diverse identities including women with disabilities, LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer), women and young women to stretch their skill set to grow into roles that add incremental leadership responsibilities, and to further cause for reshaping of policies, attitudes and behaviours to phase out and balance gender inequalities within SASSA.
	2. The Committee will advocate for reasonable, sustainable, and positive change in the status of women within SASSA.
	3. The Committee will liaise with other SASSA committees and those within the Portfolio to ensure that the mandate of the Forum is reflected in all areas of SASSA.
	4. The Committee will liaise with other Departments, Organizations and other groups to learn, exchange information and increase SASSA participation to further the status of women.
2. **Reporting Relationships**
	1. The Committee reports to EXCO by providing regular reports and by communicating any emerging issues.
	2. The Committee reports to the SASSA women membership, by presenting written reports of its activities at meetings.
3. **Goals**

The Committee will:

* 1. Identify and address barriers to women’s participation and leadership within SASSA;
	2. Expose and channel women to educational options, training and choices available;
	3. Promote an organizational work culture that is sustainable and growth oriented by inculcating the change mind-set;
	4. Engage, build and forge partnership’s;
	5. Entrench the culture of mentorship and coaching;
	6. Redress past gender imbalances especially in relation to:
		1. provide opportunities for women’s growth and development;
		2. empower women to organize themselves, increase their capacity, reflect on and change their experience.
	7. Assist women to leave above expectations at both workplace and society.
1. **Objectives**

The objectives of the Committee are to:

* 1. Provide a safe and supportive environment in which to discuss issues relating to:
		1. sexual harassment;
		2. workplace gender-based violence;
		3. work-life balance;
	2. Advocate for creation of a culture of equity, learning driven and inclusion;
	3. Develop leadership by providing support, mentoring, and networks to share best practices;
	4. Monitor the implementation of the 8-Principles Action Plan for Women’s Empowerment and Gender Equality (referred to HOD’s 8 Principle Plan by DPSA) and resolutions taken at the Portfolio Gender Forum;
	5. Empower women to organize themselves to increase their capacity, reflect on and change their experience;
	6. Identify and recommend external educational opportunities, conferences, seminars, etc. to the HCM;
	7. Recommend topics to the SASSA Internal Communications consistent with the Committee’s Mandate 7;
	8. Collaborate with other SASSA committees and Units on issues of common interest;
	9. Develop quarterly progress reports, annual report and conduct evaluation and transition reports as and when required.
1. **Mode of Operation and Management**
	1. The overall management, control and administration of the Forum shall be vested in the Executive as hereunder provided for;
	2. The Executive Committee (EXCO) shall comprise of the following designation, incumbents elected at the annual general meeting of the Forum:
		1. Chairperson;
		2. Secretary;
		3. Stakeholder and Public Relations Officer;
		4. Social Advocacy Officer.
	3. EXCO will be supported by 20 member representatives of the Regional and Head Office Women’s Forum Chapters plus one Woman Representative from the National Task Team of People with Disabilities;
	4. All 26 committee members will serve for a minimum of two consecutive two year cycle i.e. 4 years in office;
	5. The Chief Executive Officer (CEO) will be the Patron of the Forum;
	6. The Regional and Head Office Women Chapter(s) will comprise of 20 member committee inclusive of the representative of the Regional Task Team of People With Disabilities serving the same minimum period (see para 4.4 above);
	7. The Chairperson’s responsibilities

The Chairperson shall:

* + 1. work with EXCO to set the agenda, review minutes, plan and set meeting dates, prepare reports and adhere to SASSA policies;
		2. conduct and facilitate committee meetings;
		3. ensure the committee’s quarterly and annual reports are developed and presented to the relevant committee’s within SASSA.
	1. The powers of the Committee are as follows:
		1. Establish the committee and sub-committees to achieve the aims and objectives of the Forum;
		2. To organize functions to promote the principles, aims and objectives of the Forum;
		3. Represent the Forum at all structures to promote the principle, aims and objectives of the Forum;
		4. Generally to perform any act in furtherance on the interest of the Forum;
		5. Convene committee and forum meetings and present reports to EXCO and REXCO.
1. **Support: Resources**

The committee will be assigned staff member(s) from:

6.1 Human Capital Development (HCD&T at the Regional Level) and Employee Wellness by assigning one female member from each Unit to administratively support the committee who shall:

* + 1. shall provide administrative support to the work of the committee;
		2. inform the committee of issues/developments which are relevant to the committee’s mandate.

* 1. Communications Staff to:
		1. provide editorial assistance;
		2. review reports and presentations in accordance with the template and time limits.
1. **Meetings**
	1. EXCO and/or general Council shall meet as often as necessary but at least once a quarter during the Financial Year;
	2. The general Council shall call up the Biennial General Meeting (every two years) of which all members will be invited;
	3. The quorum of all meetings will be 1/3 of its members;
2. **Membership**
	1. All women employees are automatically members (it is compulsory to all Female Staff Members).
3. **Role and Responsibilities of Membership**
	1. To take a proactive role in the Forum;
	2. To contribute to projects, initiatives or activities agreed by the Forum;
	3. To regularly attend meetings;
	4. Every member shall have one vote;
	5. Decision shall be taken on the majority vote if those present and in the event the vote being equal, the Chairperson shall have a casting vote.
4. **Co-option**

When and if vacancies arise, the EXCO have a right to co-opt and the co-opted member shall serve until the next Biennial Meeting.

1. **Amendments**

The Terms of Reference (TOR) may be amended from time to time by resolution passed and submitted for signature.