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<b>Policy Name/Title:</b> Amended Remit of the Executive Management Committee																	
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<b>Type:</b> Tick document category	<table border="1"> <tr> <td>Policy</td> <td></td> <td>Guideline</td> <td></td> <td>Remit</td> <td>X</td> <td>Constitution</td> <td></td> </tr> <tr> <td>Procedure</td> <td></td> <td>Regulation</td> <td></td> <td>Plan</td> <td></td> <td>Directives</td> <td></td> </tr> </table>	Policy		Guideline		Remit	X	Constitution		Procedure		Regulation		Plan		Directives	
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<b>Contact person</b>	Deputy Registrar: Governance and Policy																
<b>Certification of due process:</b> To be verified and signed once approved by the relevant authority	<table border="0"> <tr> <td> <u>Prof Hester C. Klopper</u>  <b>Vice-Chancellor and Principal</b> </td> <td> <u>09 December 2025</u>  <b>Date</b> </td> </tr> </table>	<u>Prof Hester C. Klopper</u> <b>Vice-Chancellor and Principal</b>	<u>09 December 2025</u> <b>Date</b>														
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Document name:	Amended Remit of the Executive Management Committee (EMC)
Coordinating Executive Management Committee member:	Vice-Chancellor and Principal
Recommended by:	Executive Management Committee: 26 February 2025, 12 March 2025 Executive Management Committee: 15 October 2025
Approved by:	Executive Management Committee: 04 June 2025, 18 June 2025 (noted) Council 21 November 2025
Implementation date:	Date of approval

## **AMENDED REMIT OF THE EXECUTIVE MANAGEMENT COMMITTEE**

### **1. Name of the Committee**

The name of the committee is the Executive Management Committee ("EMC") of the University of the Free State ("UFS").

### **2. Statement of aim**

- 2.1 The EMC is an institutional committee of the UFS that falls under the domain of the Vice-Chancellor and Principal and deals with matters related to the planning or operations of the UFS.
- 2.2 The EMC, under the Chairpersonship of the Vice-Chancellor and Principal, performs such functions as are assigned to it by the Council of the UFS subject to the provisions of paragraph 21 of the Statute of the UFS.
- 2.3 The EMC will guide, monitor and evaluate the implementation of the Strategic Plan, Policy and Council decisions for attainment of Vision 130.
- 2.4 The EMC will ensure proper management of UFS assets.
- 2.5 The EMC will promote an ethical culture and set the tone from the top.

### **3. Membership**

- 3.1 The EMC shall consist of the following members:
  - 3.1.1 the Vice-Chancellor and Principal (Chairperson)
  - 3.1.2 the Deputy Vice-Chancellors
  - 3.1.3 the Registrar
  - 3.1.4 the Executive Directors
  - 3.1.5 the Chief Financial Officer
  - 3.1.6 the Campus Principal: Qwaqwa Campus (Observer)
- 3.2 The Committee may invite additional experts to participate in discussions concerning specific proposals on the agenda. Such persons will not possess voting rights.
- 3.3 In the absence of the Vice-Chancellor and Principal, the acting Vice-Chancellor or a Deputy Vice-Chancellor nominated by the VC shall chair the meeting.

#### **4. Term of office**

- 4.1 Members appointed in terms of paragraphs 3.1.1 to 3.1.6 will remain members for as long as they occupy their respective offices at the UFS.

#### **5. Functions and responsibilities**

The EMC is responsible for:

- 5.1 attending to urgent matters that require immediate attention and are of a sensitive nature.
- 5.2 considering and dealing with matters referred to the EMC by the Deputy Vice-Chancellors, the Registrar, EMC members or any other institutional committee.
- 5.3 considering and dealing with matters recommended by the forums, working groups or task teams established by the EMC for specific purposes.
- 5.4 appointing members with the requisite skills and experience for all committees of the EMC, or such other institutional committees of the EMC as may be required from time to time.
- 5.5 advising on the strategic direction and the operational plan(s) of the UFS.
- 5.6 escalating specific matters to the committees of the Council when necessary.
- 5.7 receiving support services documents such as policies, procedures, guidelines, standards, rules, regulations, Standard Operating Procedures (SOPs), codes, manuals and remits from the University Management Committee (UMC) for presentation for final approval or for recommending to Council (where applicable) for final approval.
- 5.8 reviewing the Remit every two (2) years and submitting the recommended amendments to the Council for consideration and approval.
- 5.9 considering and reviewing internal audit reports and ensuring that adequate and proper responses are provided.
- 5.10 To monitor and evaluate compliance with applicable laws and regulations, as well as with the codes of Conduct, Ethics and Values.

#### **6. Delegated authority**

- 6.1 The EMC shall approve such matters as are within the ambit of its functions stipulated herein, including approval of urgent matters (except for all Council matters).

## **7. Meetings and procedures**

- 7.1 The EMC meets every two (2) weeks.
- 7.2 An urgent meeting may be scheduled by the Chairperson if necessary.
- 7.3 The EMC is required to keep minutes of its proceedings.
- 7.4 Fifty percent (50%) plus one (1) of the voting members of the EMC constitutes a quorum.
- 7.5 Decisions of the EMC will be taken on the basis of consensus and in the event that consensus cannot be reached, the decision will be taken on the basis of a simple majority vote. Members of the EMC have the right to have a minority viewpoint recorded in the minutes as an alternative to the consensus opinion.
- 7.6 Observers or advisers who have been invited to a meeting may participate in the discussion, but may not vote on any matter and do not form part of the quorum.
- 7.7 In the event of a tie of votes, the Chairperson shall have a casting vote.
- 7.8 The acting Vice-Chancellor or one of the Deputy Vice-Chancellors, as indicated in the EMC-approved schedule, will be the acting Chairperson in the absence of the Vice-Chancellor and Principal.
- 7.9 The Meeting Administration Department is responsible for secretariat services.
- 7.10 All documents for discussion at the biweekly meeting must be submitted to the Meeting Administration Department seven (7) days before the scheduled meeting.
- 7.11 The Meeting Administration Department will distribute the agenda to all members at least five (5) days before the biweekly meeting.

## **8. Evaluation of the EMC's performance**

- 8.1 The performance of the EMC shall be evaluated every two (2) years by the Council.