



## Special Interest Group Terms of Reference 2018

### African SAP User Group Chapter Chair and Steering Committee Member Roles and Responsibilities: 2018 Volunteer-Term

#### CONSTITUTION

The Special Interest Group Steering Committee is set and nominated by the SAP User Community and is governed by the African SAP User Group Board of Directors. This Terms of Reference is a continuation of the CONSTITUTION AND BYLAWS OF THE AFRICAN SAP USER GROUP

#### MISSION

To ensure the AFSUG Special Interest Group is at all times aligned with the needs of the SAP Customer User Group and greater community.

To provide an interactive collaborative platform for Customers, Business Partners and Associates, to engage on aspects of Special Interest Group Area of Interest and SAP Capabilities to achieve Transformation and Innovation in the Industry.

#### GOALS

- Instil excellence and value for the SAP User Group as paying members of AFSUG.
- Provide thought leadership in the relevant areas of interest for each SIG.
- Establish and sustain a forum/platform/framework/mechanism to share knowledge, presentations and demonstrations from various Business Partners, Suppliers and Customers on key topics related to the SIG.
- Establish collaboration and discussion networks to facilitate interaction related to all aspects of SIG Area of Interest.
- Provide a channel to access specialist skills, lessons learnt and experiences from the network of Business Partners, Suppliers and Customers.
- Engage on International Innovations, Trends and Implementations.
- Discover and collaborate User Community Requirements.
- Create opportunity to influence SAP.

#### COMPOSITION OF THE STEERING COMMITTEE

The Steering Committee shall be structured and governed according to the following guidelines:

- The Steering Committee is governed by AFSUG Board and made up from Customer, Business Partner and Associate volunteers.
- The Chairperson must be a paid-up Customer member, the Vice-Chairperson can be a paid-up Partner member. A Chairperson and the Vice-Chairperson can be elected annually by the SIG Steering Committee or appointed by the AFSUG Board of Directors for a period of a maximum of (3) year term.
- The steering committee cannot have more than 12 volunteers at a time.
- A formal voting process must take place in order to appoint or replace any volunteers who step down.

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- A nomination letter will be shared with the user community, but the Steering Committee has the voting rights of who will be voted into the Steering Committee. Any employee or contractor of an AFSUG member who is deemed to be in good standing by the AFSUG Board of Directors is eligible for nomination to the SIG Steering Committee.
- Steering Committee members must be active and contribute as agreed and as stipulated by AFSUG Constitution and Bylaws.
- Each member will be accountable for at least one portfolio as nominated by the Committee.
- Action by Majority Vote: Except as expressly required by Law or the Bylaws, the act of a majority of the members of the SIG present at a meeting, of which a quorum is present, shall be the act of the SIG.

## **ROLES AND RESPONSIBILITIES OF THE SIG STEERING COMMITTEE**

### *Overall SIG Steering Committee Responsibilities:*

To ensure that every Special Interest Group has a fully staffed steering committee, with volunteers that will at all times bring the most needed topics to the forefront.

It is the Steering Committee responsibility to engage the AFSUG Community and Board to steer and collaborate on strategic matters to the benefit of the greater SAP User Group and to execute strategic direction as set by the AFSUG Board of Directors.

Facilitation of transformation and change, where appropriate, is a core deliverable for the steering committee to ensure value for AFSUG Members and enhance participation and collaboration of Customers, Business Partners and Associates.

SIG Steering Committee Members are responsible for the strategic direction of the SIG and to fulfil the following minimum requirements:

- Engage and interact AFSUG Customers, Business Partners and Associates regularly and gauge member's needs to ensure SIGs are meeting the expectations and providing value through online media and face-to-face networking.
- Promote growth of the SIG by continuously developing valuable education and networking opportunities for SIG members.
- Ensure the SIG has an active User Group presence through the collaboration and social media platforms available.
- Ensure that the SIG has at least two efficient event / special interest group meetings per year.
- Participate in monthly Steering Committee meetings or when necessary.
- Ensure that all content, as created, collaborated and communicated by the SIG, is in line with the SIG Value Proposition.
- Ensure that any SIG meetings or any other sessions held, physical presence of the SIG Steering Committee is established with active engagements amongst attendees and to formulate proper feedback.
- Be aware of and abide by SIG meeting planning deadlines. x Be aware of SIG allocated actions and timely response and delivery. x Be aware of expectations as defined by AFSUG Board of Directors. x Organize quarterly communication to SIG members in collaboration with the AFSUG office.

### *Responsibilities of the SIG Chairperson:*

The Chairperson is responsible for the coordination of the SIG Steering Committee with oversight of meetings planned and shall in general supervise and control all of the affairs of SIG area of interest. In addition, the Chairperson shall: x Be accountable for the operations and management of the SIG.

- Ensure the SIG has an appropriate strategy to improve member attendance and participation and adds value to the greater AFSUG community.
- Ensure that the SIG is structured and empowered to deliver the expectations as agreed to by the SIG Steering Committee.

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- Ensure that the SIG Steering Committee leadership team plans and executes at least two SIG meetings per year.
- Ensure that fellow representatives fulfil their volunteer responsibilities, as defined by the respective roles and responsibilities for the position.
- Be knowledgeable of AFSUG strategies and policies, be committed to the values of AFSUG and ensure that the SIG is aligned with the AFSUG directives set out by the AFSUG Board and Chairman.
- Ensure that SIG Steering Committee adhere to all codes of conduct and communication policies set out by AFSUG and respects the privacy of all Steering Committee members. x Coordinate with the AFSUG Office in recruiting new representatives when needed or arranging engagements with AFSUG members. x Utilize the SIG's Standing Leadership calls to maintain and update objectives, strategies, principles, policies and planning documents where necessary. x Can appoint a Vice-Chairperson and additional Steering Committee Members. x Can allocate Member Portfolio's to ensure realisation of AFSUG strategies and SIG objectives.

*Pre-Meeting Planning:*

- Ensure that the leadership team members are working together to accomplish the SIG meeting planning and execution of at least two meetings per year, including logistical details:
  - Secure facility - AFSUG
  - Obtain sponsors – Steering Committee and AFSUG
  - Secure speakers – Steering Committee and AFSUG
  - Review speakers and content - Steering Committee x Ensure meeting details and information is communicated through the AFSUG Office according to the recommended timeline as set out in Steering Committee planning meetings.
- Ensure the SIG is utilizing AFSUG and the tools available to assist in the meeting planning.
- Chairpersons or an appointed representative with AFSUG to welcome all attendees at meetings.
- Ensure that AFSUG organisational content is delivered at all meetings. x Ensure that meeting materials abide by AFSUG branding guidelines.

*Post-Meeting Responsibilities:*

- Collect feedback for SIG meetings and ensure the information is shared with the User Group Community.
- The Chair needs to ensure the Steering Committee provides AFSUG with post meeting materials such as presentations or any other material that is necessary.

*Responsibilities of the SIG Vice-Chairperson:*

The Vice-Chairperson shall perform such duties as are assigned by the Chairperson from time to time and carry out the responsibilities of Chairperson in the absence of the Chairperson. Along with the Chairperson, the Vice-Chairperson shall be responsible for implementing and maintaining all internal procedures and supervise and control all of the affairs of SIG area of interest. The Chairman can also delegate responsibilities to the Vice-Chairperson as deemed necessary to represent the SIG.

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**MEETINGS OF THE COMMITTEE**

*Meetings*

- The SIG Steering Committee shall determine the frequency, dates and locations of General Meetings, except that there shall be at least 2 in each calendar year, preferably 4.

*Quorum*

- The quorum for decisions of the committee shall be determined by the members present at the meeting, depending the nature and impact of the decision.

In general, 40% of Steering Committee Membership with at least 3 Members would constitute a quorum.



**REG BARRY, CHAIRMAN OF THE AFSUG BOARD OF DIRECTORS**

I, \_\_\_\_\_, from company, \_\_\_\_\_

and a member of the \_\_\_\_\_

Steering Committee, do hereby accept and agree to the above, Terms of Reference set for 2018.

\_\_\_\_\_  
Steering Committee Representative

\_\_\_\_\_  
Date

