

Terms of Reference

Committee name

ENVIRONMENTAL COMMITTEE ("EC")

hereinafter referred to as the "Committee"

Type

The Committee is a standing Board committee

Purpose

The purpose of the Committee is to assess the environmental issues and environmental related risks on the estate with the aim to protect the existing and enhance the environment as more fully described in the Memorandum of Incorporation as well as the Rules.

Scope

The Scope of the Committee:

Subject to the duties and powers of the Board, the Board hereby delegates to the Committee the following powers and duties:

- Assess and identify the external and internal ongoing environmental risks posed to the estate and must make recommendations to address these risks.
- Consider major strategic proposals to improve the environmental management of the estate and agree in principle with the proposal before it is submitted to the Board for approval.

The Committee will advise and make recommendations related to:

- Communal gardens
- Gardens bordering the golf course
- Game reserve veldt and game management and related rules
- Veldt fire management
- Streetscapes
- Trees
- Stormwater management
- Municipal activities

Membership

The Committee will comprise of:

- Environmental Director (Chairperson)
- Chief Executive Officer (alternative Chairperson)
- Operations Manager
- Golf Manager
- A minimum of two co-opted members from amongst SLHOA members with knowledge pertaining to environmental matters.

The Chairman or alternative Chairperson, one staff member and any one other committee member, shall represent a quorum. A quorum is required to conduct any meeting.

The Committee may invite any person deemed appropriate in order to assist in the consideration and decision of any matter.

Any member of the Committee may be removed / replaced at any time by a majority decision of the Committee and shall cease to be a member upon ceasing to be a member of the Association.

Each co-opted member's term of service on the Committee will come to an end at the AGM. They may be co-opted again for the following year.

A member shall be temporarily disqualified to serve on the Committee where that member personally is in any dispute process with the HOA, or where litigation with the HOA is underway, which instances may be deemed to be a conflict of interest. Past disputes or litigation will not automatically disqualify any HOA member from serving on the Committee.

Any matter voted on shall be carried by a simple majority. Should there be an equal vote on a matter, the motion will have failed.

With the prior approval of the CEO and within his mandate, the Committee may obtain expert opinion on matters when acting in the best interests of the HOA.

Meeting arrangements

The Committee shall have at least six scheduled yearly meetings which will be set out at the beginning of the year, and any changes will be advised at least a week in advance.

Reporting

Minutes of all meetings shall be

- circulated to the committee members before the next meeting for input;
- signed by Chairman at the next meeting;
- to be included in the minute book of the committee;
- and circulated to all board members via the board pack of the next meeting.

Resources and budget

The budget for projects suggested by this committee includes operational and capital expenditure for environmental matters for the upcoming year. Management will report back to the committee on progress on the approved budget and planned expenditure on projects.

Deliverables

Progress on environmental matters and projects suggested and budgeted for by the Committee will be implemented by the HOA staff and reported back to the committee at each of the committee meetings. These reports will be shared in the Board packs during the course of the year.

Review

The Committee will annually review the terms of reference to ensure that it remains relevant with the Committee's authority, objectives and responsibilities.

Approval of the Terms of Reference

The ENVIRONMENTAL COMMITTEE's Terms of Reference is endorsed by the Chairperson of the Committee and approved by the Board of Directors.

Chairperson of the Committee

Chairperson of the Board of Directors

Date: _____

Date: _____