



Terms of Reference

Committee name

SECURITY STRATEGIC COMMITTEE ("SSC")

hereinafter referred to as the "Committee"

Type

The Committee is a standing Board committee.

Purpose

The purpose of the Committee is to discuss and assess the security protocols and risks to the estate, with a view to provide ongoing security to our residents in terms of the main object and business of the Association as more fully described in the Memorandum of Incorporation as well as the Rules.

The Committee will make recommendations to the Board of Directors with regards to the estate security, which recommendations need to be ratified and accepted at Board level.

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 ongoing risks posed to the estate both internally and externally and may make recommendations to counter these.
- Continually assess the operational requirements of the estate to ensure the smooth running of all security related functions.
- Continually strive to improve the effectiveness and efficiency of our security operation.
- Consider major strategic proposals to improve security and agree in principle with the proposal before it is submitted to the Board for approval.
- Provide input to the proposed operational and capital budget on matters applicable to the Committee.

The Committee will advise and make recommendations related to:

- Access control procedures
- Visitors to the estate
- Contractors
- Rule enforcement
- External developments having an impact on our lifestyle
- Employees of residents
- Traffic management as may be applicable
- Perimeter fence security
- Risk assessment for the estate
- Strategic protocols

- Evaluate service provider performance

Membership

The Committee will comprise of:

- Security Director (Chairperson)
- Chief Executive Officer (alternative Chairperson)
- Security Manager
- A group of co-opted member volunteers from amongst SLHOA members

The Chairman or alternative Chairperson, one staff member of Silver Lakes Homeowners Association and any one committee member who will be a SLHOA member will 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 will 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 will 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 will 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 will hold such number of meetings as required to meet its responsibilities. The scheduled meetings will be set out at the beginning of the year, and any changes will be advised a week in advance.

Reporting

Minutes of all meetings will 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 Security for the upcoming year. Management will report back to the Committee on progress on the approved budget and planned expenditure.

Deliverables

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

Chairperson of the Committee
Directors

Chairperson of the Board of

Date: _____

Date: _____