



CMSA

THE DUTIES AND RESPONSIBILITIES OF THE STANDING COMMITTEES

This document was prepared with a view to having the roles of the standing committees broadly defined for future reference.

The responsibilities of the standing committees are by the approval and authority of the Senate and all matters of a new or fundamentally different nature are therefore referred to Senate for consideration.

The fundamental duties and responsibilities of the standing committees are:

1. **Finance and General Purposes Committee**

- 1.1 Overseeing the general administration and finances of the CMSA and its constituent Colleges.
- 1.2 Observing and complying with the conditions of the Companies Act, Non-Profit Organisations Act, the Articles of Association and By-laws of the CMSA and the South African Revenue Service.
- 1.3 Doing costings, budgets, financial statements and reports for Senate, subject to annual auditing.
- 1.4 Preparing the annual report of Senate.
- 1.5 Calling meetings of the Senate, Executive Committee and Sub-committees of Senate and the Annual General Meeting. Preparing and sending out the agendas, writing the minutes and doing the follow-up work.
- 1.6 Overseeing the accommodation arrangements, transport and travelling of Senators and examiners, subsistence payments and reimbursement of examination expenses.
- 1.7 Handling all issues pertaining to the salaried staff, viz appointments, resignations and retirements, payment of salaries and bonuses, annual leave, medical aid and pension fund, negotiations with the Unions, disciplinary actions and general revision of the staff manual.

- 1.8 Revising the Memorandum of Incorporation and Rules and observing Companies Act requirements in this regard.
- 1.9 Conducting the elections for Senate and constituent College Councils and Officers.
- 1.10 Supervising the publication of Transactions under the direction of the Editor.
- 1.11 Maintaining the membership and accounts database, including the entry of new members, their address and category changes, their change of status, dominant Colleges for election purposes and observing whether they have a record of good standing with HPCSA
- 1.12 Developing and maintaining the CMSA web page.

2. The Examinations and Credentials Committee

- 2.1 Organising, timetabling, overseeing and accumulating, analysing and tabulating the results of all the examinations offered by the CMSA.
- 2.2 Recommending to the Senate the award of Fellowships, Memberships, Diplomata, and Certificates to successful examinees.
- 2.3 Advertising examinations, making available to applicants all such regulations, guidelines, syllabi and other appropriate information as may be required by them.
- 2.4 Maintaining all regulations, guidelines, syllabi and other appropriate information relating to all examinations offered by the constituent Colleges. This includes the updating, revising and correcting of documents in accordance with the instructions or suggestions of the constituent Colleges.
- 2.5 Reviewing and verifying the credentials and the training of candidates.
- 2.6 Re-evaluating training hospitals/institutions (other than Provincial or State academic and teaching hospitals) which have been approved for the training of candidates for examinations of the CMSA, to ensure that they have the necessary infra-structure for the proper and sufficient training of prospective candidates. Extending or withdrawing their CMSA-approved status is determined by this re-evaluation.
- 2.7 Taking whatever steps may be considered necessary or appropriate to protect or maintain the standards and the status of the examinations and qualifications of the CMSA.

- 2.8 Evaluating candidates for Fellowships and Fellowships by peer review, and assisting the Executive Committee (when requested) with the evaluation of nominees for Honorary Fellowships or Fellowships *ad eundem*.

3. The Education Committee

- 3.1 Approving and accrediting educational activities aimed at the preparation of candidates for examinations of the CMSA.
- 3.2 Revising, updating and maintaining the examination syllabi.
- 3.3 Guiding candidates on the conduct of studies and improvement of examination performance.
- 3.4 Promoting and encouraging Fellows, Members, Diplomates and Certificants to become involved in the training and mentoring of future candidates.
- 3.5 Accrediting and administering the Continuing Professional Development activities of the CMSA and issuing points.
- 3.6 Co-ordinating eponymous professorships and lectureships.
- 3.7 Administering all the professional development programmes, including visits to the Eastern Cape and sub-Saharan Africa.
- 3.8 Managing the Scholarships of the constituent Colleges.

*Adopted by the Executive, on behalf
of Senate, on 29 January 2001*



Rondebosch
CEO