



THETA CHAMBER COMMITTEE

INFORMATION AND NOMINATIONS FORMS

OCTOBER 2010

1. INTRODUCTION

NOMINATIONS FOR MEMBERS TO SERVE ON A CHAMBER COMMITTEE WITHIN THE TOURISM, HOSPITALITY AND SPORT EDUCATION AND TRAINING AUTHORITY (THETA)

The THETA constitution makes provision for the establishment of Chamber Committees.

The Chamber Committee's to be established include –

1. **Hospitality Chamber** which represents accommodation services, food preparation, catering and food and beverage services, fast foods, restaurants, and the operation of conferencing facilities.
2. **Tourism and Travel Services Chamber** which represents retail and general travel operations, inbound tourism services, airlines, and car rental.
3. **Gambling and Lotteries Chamber** which represents casino gambling, bookmakers, lotteries, limited payout machines and betting on horse racing.
4. **Conservation and Guiding Chamber** which represents all forms of tourist guiding (including adventure guiding), wildlife conservation, trekking and safari operators, museums and cultural heritage sites and botanical gardens.
5. **Sport, Recreation & Fitness Chamber** which represents sports, recreation and fitness services, event management, indoor and outdoor sports, sporting events and activities, hunting, parks and beaches, recreational fairs and shows.

2. DUTIES AND FUNCTIONS

- The Chamber Committee is established to represent the views, interests and expertise of the major sub-sectors that fall within THETA's scope.
- Provide expert advice and strategic information to THETA through the Executive Committee.
- Enable appropriate recognition of the sub-sectors education and training needs in the Sector Skills Plan, business plan and budget, learnerships, quality assurance activities and such other activities as are undertaken by THETA.
- Chamber Committee's shall exercise such further powers and functions as may be entrusted or delegated to them by the Executive Committee.
- Chambers shall be entitled to such percentage of the skills development levies collected in their jurisdiction as the Minister after consultation with THETA determines.

3. MEMBERSHIP

Each chamber shall consist of:

- No more than 6 persons who shall be selected by THETA from nominees of the employee and employer organisations listed in **Annexure “C”**, provided that they shall be chosen so as to ensure a representative coverage of the industries, occupations and enterprises that make up the sub-sector, including small business and Designated Groups;
- An equal number of persons representing organised employers^f and employees^g;
- Not more than two additional persons by virtue of their relevant expertise from large THETA levy payer and/or small THETA levy payer;
- One member representing relevant national government department and one member representing relevant provincial government department or its agency
- One member of the THETA Board with subject matter expertise in the relevant sub-sector.
- All committee members must represent either Levy paying institutions or entities paying administration fee to THETA, unless such institutions or entities are exempted by law or belong to other constituencies such as labour organisations.
- The members of each Chamber shall elect the Chairperson and Deputy Chairperson of their Chamber from amongst themselves. The chair shall serve for one year alternating between organised labour and organized business.

^f **‘Employer Organisation’** means any registered Employer’s Organisation under the provisions of the Labour Relations Act and any other number of employers, associated together for the purpose, whether by itself or with others, of regulating relations between employers and employees or trade unions;

^g **‘Employees Organisation’** means any registered trade union or federation of trade unions under the provision of the Labour relations Act and any other association of employees whose principal purpose is to regulate relations between employees and employers, including any Employers’ Organisations.

Chamber Vacancies:

Chamber	Relevant Expertise(Large and Small Employer) vacancies	Representation (Large and Small employer one each)
Hospitality	Large Employer position vacant	1
Sport, Fitness and Recreation	Small Employer position vacant	1
Conservation and Tourist Guiding	Small Employer position vacant	1
Tourism and Travel Services	Small and large employer positions vacant	2
Total		05

Chamber	Representing employee interests vacancies	Representation
Conservation and Tourist Guiding	Two positions for labour representation are vacant	2
Gaming and Lotteries	Three positions for labour representation are vacant	3
Tourism and Travel Services	One position for labour representation are vacant	1
Total		06

4. ESTABLISHMENT AND TERM OF OFFICE

- Chambers may be established on authority of THETA after consultation with the stakeholders in the sub sectors.
- The term of office of each Chamber Committee Member shall be for a period of not more than 2 years from date of election.
- The Chamber Co-ordinator shall be Executive Officer, including Secretariat function of the Chamber and shall have no voting rights.

5. MEETINGS AND PROCEDURES

- Chambers shall hold no fewer than two meetings each year or as often as necessary for the proper performance of their duties and functions, and they shall regulate their meeting in terms of the relevant clauses of the THETA constitution.
- Special meetings of the Chamber Committee may be convened as required and in consultation with the relevant Executive Manager to ascertain availability of funds.
- Committee members residing outside of Gauteng will be assisted financially with their travel costs within certain limitations as prescribed by THETA.
- Any voting member of the Chamber Committee may request the Chamber Co-ordinator to call a special meeting, if necessary.
- A quorum shall be fifty percent + 1 of the voting members.

6. NOMINATION OF MEMBERS TO CHAMBER COMMITTEE

Organisations proposing to nominate persons to the Chamber should be sensitive to the need for equity and redress, and should nominate persons who:-

- a. have a clear mandate from the *sector* of industry from which they are nominated;
- b. will be able to consider issues of productivity, fairness, public interest;
- c. enjoy credibility in the sub sector in question, enjoy respect, and have the necessary expertise and experience in the sector;
- d. are able to advocate and mediate the needs and interests of the sub sector at all levels within the Chamber;
- e. are able to exercise critical judgement at a high level;
- f. are familiar with the broad training needs of the sector;
- g. Commit to consulting with and providing feedback to the constituency they represent; and
- h. Have sufficient time available to fulfil the duties and obligations of the chamber

7. SUBMISSION OF NOMINATIONS

All nominations must be submitted by fax or email to the Chamber Administrator -

Felicia Lepule
Tel: 011 217 0600
Fax: 086 529 2941
Email: Felicia@theta.org.za

Due date/ submission date: 22nd of October at 16H00

QUERIES

All queries must be addressed to the Chamber Administrator. Nomination forms completed in full must be sent to the following address,

Attention to:

The Skills Development Manager
HOSPITALITY AND SPORT EDUCATION AND TRAINING AUTHORITY (THETA)
Sandhurst Office Park, Corner Katherine & Rivonia Road,
Block E, 3rd Floor, Sandton, 2146

By Post
P O Box 1329,
Rivonia,
2128

CHAMBER COMMITTEE NOMINATION FORM

I _____ (full name)

Of _____ (organisation)

Situated at (full address) _____

Tel: _____ Cell: _____

Email _____ Fax: _____

Hereby nominate:

<u>Nominee Name:</u>	_____
<u>Nominee Designation:</u>	_____
<u>Nominee Organisation:</u>	_____
<u>Telephone Number</u>	_____
<u>Cell phone Number</u>	_____
<u>Facsimile</u>	_____
<u>Email Address</u>	_____
<u>Standing Proxy Name:</u>	_____
<u>Standing Proxy Designation:</u>	_____
<u>Nominee Organisation:</u>	_____
<u>Telephone Number</u>	_____
<u>Cell phone Number</u>	_____
<u>Facsimile</u>	_____
<u>Email Address</u>	_____

To serve on the following chamber (please tick appropriate)

- Hospitality
- Tourism & Travel Services
- Gambling & Lotteries
- Sport, Recreation & Fitness
- Conservation & Tourism Guiding

Note: The nominator should only nominate a person from his or her own industry sub-sector and respective stakeholder grouping.

Name: _____

Signature: _____

Date: _____