



REFERENCE: QLTC 2011/02

ENQUIRIES: Paul Rockman

QLTC STRUCTURES – TERMS OF REFERENCE – DISTRICT LEVEL

The following template will guide the discussion on the terms of reference of the QLTC Structure.

NAME OF STRUCTURE	DISTRICT QLTC Steering Committee
LOCATION WITHIN ORGANIZATION	District Level
MEMBERSHIP	<ul style="list-style-type: none">• WCED, SGB Associations, Unions, Student Organizations,• One member from each SGB Association, if possible.• 4 members from SADTU [most senior persons in district]• 3 members from CTU ITU [most senior persons in district]• 1 each for COSAS, PASOS, and RCL provincial body• Maximum of 5 representatives from WCED, inclusive of the District Director
CHAIRPERSON	<ul style="list-style-type: none">• The District Steering Committee will decide on the Chairpersonship• Does not necessarily have to be the WCED District Director.
ROLE AND FUNCTION	<ul style="list-style-type: none">• Accountable structure for all QLTC activities in district.• Will ensure that district structures and activities are initiated.• Advises department on QLTC matters.• Monitors the honouring of the pledge by role-players.• Identifies problem areas that hinders quality teaching and learning and engages with appropriate structures to resolve issues.• Responsible for advocating and communicating the QLTC campaign in district.

	<ul style="list-style-type: none"> • Serves as interface between community and the department. • Facilitates communication between community and department.
LIMITATIONS	<ul style="list-style-type: none"> • The committee deals with issues in Public Schools only. • Cannot make budgetary decisions but can make proposals to District Director for consideration. • Cannot make any policy decision, but can serve as a critically important policy advisory body to District Director.
FREQUENCY OF MEETINGS	<ul style="list-style-type: none"> • One meeting per quarter. • Extra-ordinary meetings may be called.
TERM OF OFFICE OF MEMBERS	<ul style="list-style-type: none"> • Unprescribed
SECRETARIAT	<ul style="list-style-type: none"> • Assigned WCED official
Rules of meeting	<ul style="list-style-type: none"> • Normal rules of meetings apply [minute-taking, agenda-setting, etc.] • 2 out of 4 of the stakeholders [unions, SGB, Learners, WCED] should at least be present for meeting to take place.