



## INDEPENDENT PROFESSIONAL BODY FORUM (IPBF)

### Terms of Reference

#### 1. DEFINITIONS

Association	means a membership association or industry body not recognised by SAQA
NQF Act	means the National Qualifications Framework Act, 2008 (Act No. 67 of 2008)
NQF	means the National Qualifications Framework as defined in the NQF Act, 2008 (Act No. 67 of 2008)
Professional body	has the same meaning as assigned to it in the NQF Act, 2008 (Act No. 67 of 2008)
SAQA	means the South African Qualifications Authority as defined in the NQF Act, 2008 (Act No. 67 of 2008)

#### 2. INTRODUCTION

The Independent Professional Body Forum, herein after referred to as the IPBF, is an unincorporated voluntary network of SAQA-recognised professional bodies and other membership associations.

#### 3. PURPOSE OF IPBF

The IPBF was established for the purpose of:

- a) Sharing ideas, experiences, and learning
- b) Benchmarking best practices and policies
- c) Promoting collaboration in the association and professional body community

#### 4. OBJECTIVES

The following are agreed as objectives for the IPBF:

- a) Host regular forum meetings to provide a platform for sharing ideas, experiences, and learning.
- b) Communicate news, regulatory alerts, updates relevant to the education, association, and professional body landscape.
- c) Share job vacancies within the community.
- d) Undertake benchmarking and research.
- e) Participate in relevant studies / surveys

#### 5. OUT OF SCOPE

The following matters are outside the scope of the IPBF objectives:

- a) Advisory services
- b) Consulting
- c) Advocacy /lobbying

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- d) Representation of its members legally or otherwise
- e) Funding or fund raising on behalf of other entities save for purposes of achieving its objectives
- f) Marketing by providers
- g) Servicing any specific regulator or associations purposes or agendas

## **6. COMPOSITION OF IPBF**

The IPBF consists of volunteers from various associations and professional bodies representing statutory and non-statutory bodies, bodies with international affiliation and those without, as well as bodies of different maturity levels and sizes.

## **7. ROLE, AUTHORITY AND ACCOUNTABILITY OF IPBF**

The IPBF does not have any decision-making powers in relation to policy approval but may from time to time contribute ideas for policy development mainly through its members. . It must also ensure that its objectives are achieved for the greater good of the volunteers attending forum meetings and/or functions/events.

## **8. RESPONSIBILITIES**

### **a) Chair of the IPBF**

The IPBF will appoint a Chair to serve for a term of office that it deems appropriate for its purposes. The Chair will not have an overriding decision-making power but will play a leadership role to enable the IPBF to deliver on its objectives. The Chair will be the convener of the Steering Committee (STEERCO) of the IPBF.

### **b) Steering Committee (STEERCO)**

- The STEERCO will perform the role of overall coordination and progress monitoring of the IPBF. The STEERCO will consist of the Chair of the IPBF and the representatives from the professional bodies / membership associations who are nominated and/or volunteer to serve the on the STEERCO.
- The STEERCO shall decide on operational matters of the IPBF under the guidance of the Chair.
- The STEERCO Members to serve for a term of office that it deems appropriate for its purposes

## **9. MEETINGS AND PROCEDURES**

### **a) Frequency**

- The STEERCO will meet as frequently as necessary to enable progress on the agreed objectives of the IPBF but no less than three times per annum.
- The IPBF will meet quarterly.

### **b) Attendance**

- STEERCO members should attend all scheduled meetings of the STEERCO, including meetings called on an *ad hoc* basis for special matters, unless prior apology with reasons, has been submitted to the Chair of the IPBF.

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- STEERCO members must attend at least 70% of meetings or may forfeit membership of this committee.
- STEERCO members may appoint an alternate to attend STEERCO meetings on their behalf and should ensure that the alternate is fully up to date with the matters at hand.

**c) Invitees**

- Steerco may invite a SAQA representative to attend IPBF Steerco meetings as a standing invitee when discussions/decisions warrant such involvement from SAQA.

**d) Agenda and meeting notes**

- To ensure that meetings are run effectively and efficiently an agenda must be circulated at least five (5) working days prior to the meeting to all members of the STEERCO. Formal minutes shall be prepared for all STEERCO meetings.
- STEERCO minutes and Workgroup notes will be circulated to all IPBF members to provide opportunities for further inputs if required.
- An agenda must be circulated at least five (5) working days prior to the meeting to all members of the IPBF. There is no requirement to keep formal minutes of the IPBF meetings.

**e) Quorum**

- A representative quorum for STEERCO meetings shall be 50% plus 1 of the number of members of the STEERCO.
- Where a quorum has not materialized for a scheduled meeting and the STEERCO has urgent business to attend to, members present may decide by consensus to proceed with the agenda at hand and request approval of any decisions made from all STEERCO members in a round-robin vote within 24 hours of the meeting.

**f) Reporting**

The Chair will report the work and deliverables of the IPBF to attendees at each IPBF meeting.

## **10. APPROVAL OF TERMS OF REFERENCE**

These Terms of Reference were approved by the IPBF Steering Committee on 26 July 2022.