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Registered at Universities South Africa (USAf) as a Community of Practice NPO no.: 078-48

HEDSA STANDARD OPERATING PROCEDURE FOR REGIONAL COLLABORATIONS

Terms of Reference for Regional Structure

1. Regional meetings provide an opportunity to:
 - Benchmark, network and collaborate
 - Share and discuss challenges and recommendations.
 - Share good practices.
2. Provides a group where members can support each other (i.e. WhatsApp group).
3. Regional meeting strengthens and builds HEDSA as a platform.
4. Regional meetings are cost saving. Less accommodation and travel costs.
5. Serves as a platform for orientation of new staff.
6. Serves as a platform to transfer information.
7. Number of meetings depend upon each region and each region decides if it elects other members above Chairperson and Secretary.

Structure and roles

Role of Chairperson

1. Provides leadership role in the region.
2. Ensure that regional meetings take place.
3. Compile the Agenda of the Executive meetings.
4. Communicate with potential speakers for regional seminars.
5. Establish partnerships with departments, organisations in the region.
6. Gives feedback report of regional activities to the biennial HEDSA Symposium.
7. Create Google drive for the region with resources.
8. Collate a list of suppliers for different services based on institutions good experiences with suppliers.
9. HEDSA Exco support with advising and also budget needs for regional collaborations.
10. Attend to regional requests HEDSA Exco receives for HEDSA representation at meetings / workshops.

Role of Secretary

1. Records minutes of all activities.
2. Drafts the Agenda as informed by the Chairperson.
3. Issue the invitations of all regional activities.
4. Compile article of regional activities to be submitted to HEDSA Exco after every regional activity.

HEDSA EXCO

Ms. Martie Miranda (Chairperson, UFS); Mr. Nevil Balakrishna (Vice-Chairperson, UKZN); Mr. Sam Van Musschenbroek (Secretary, UFH); Ms. Anneline Taljaard (Treasurer, Boland College); Dr. Maria Ramaahlo (Publicity & Communications, UP); Mrs. Nosiphiwo Delubom (Co-opted member: NMU); Luigia Nicholas (SAUS Sub-Committee Student with Disabilities Representative)

Website: www.hedsa.org.za

Members

1. All Universities and TVETS in the region even if HEDSA membership fees are not paid
2. Roles of members and who is expected to attend:
 - To attend activities of the region.
 - To respond to the emails sent for the communication to flow.
 - Student Support Managers, Head of DSUs, Disability Coordinators, Financial Aid Officers

General Overview of activities

1. Activities to be planned for the year based on what the needs of the region are and what the goals are. Possibly a hybrid approach. Institutions be informed of what is expected from them during the meetings. For example:
 - Institutions to provide the statistics of students supported (disabilities and categories)
 - Present the work they are doing to support students with disabilities and challenges they encounter.
2. Discussions can also be held over email as it keeps communication and support ongoing.
3. A google forms survey form to ascertain needs.
4. Each meeting to have a theme linked to a goal.
5. Invite other relevant stakeholders to present in these meetings e.g. DBE, DHET, NSFAS, DEAFSA, SANCB etc.