

THE PRIVATE SECURITY SECTOR PROVIDENT FUND

("the fund")

MANDATE TO COMMUNICATION COMMITTEE

1. CONSTITUTION

1.1. The board of the fund may, in term of rule 12.13 of the registered rules of the fund, establish a committee with such delegated authority as the board may determine. The board of the fund has resolved to establish a committee in respect of matters relating to the communication matters of the fund, and this document is the mandate to that committee.

2. subject to the authority of the board, the purpose of the communications committee ("the CC") are:-

- 2.1. to carry out the responsibilities delegated to it by the board as described in this mandate;
- 2.2. to carry out such investigative work relating to the communication matters of the fund as, within the cost parameters agreed with the board and furthers the governance purposes of the fund;
- 2.3. to report at each board meeting on how the CC has exercised its responsibilities since the previous board meeting; and
- 2.4. to report to the board on any matter relating to the claims of the fund as the cc may consider relevant for the board or which the board may have requested the CC to investigate.

COMPOSITION

3. The members of the CC comprise such person/s as the board may from time to time determine, provided that :-
 - 3.1 the members of the CC must at all times comprise 2 (two) trustees;
 - 3.2 members of the committee must, where possible having regard to the composition of the board, be drawn from members and employer trustees; the board may delegate any person/s to the CC on ex officio status;
 - 3.3 a member of the CC must be a trustee;
 - 3.4 the principal officer is ex officio a member of the CC but without voting rights and must attend all meetings;
 - 3.5 the chairperson of the CC must be a trustee;
 - 3.6 the quorum of the CC meeting must be at least 2 (two) members of the committee.

PROCESS

4. The following provisions apply to the process to be followed by the CC in carrying out this mandate.
 - 4.1. the CC must meet at least once per month, and such meeting may be by way of telephone conference;
 - 4.2. the notice of the meetings of the CC and all necessary documents must be given at least 7 (seven) days before the meeting;
 - 4.3. the chairperson or CC may, subject to the approval of the chairperson of the board, convene an ad-hoc meeting within cost parameters to attend to any urgent matter that have to be dealt with prior or between the meetings of the CC;
 - 4.4. minutes of the meetings of the CC must be provided to all concerned 14 (fourteen) days after each meeting;
 - 4.5. only CC trustees may exercise a vote in respect of any decision to be made by the CC, and any such decision to be effective must be by majority if there is more than 2 (two) trustee on the CC or otherwise by consensus if there are only 2 (two) trustees;
 - 4.6. decisions must be made by the CC by way of a resolution in writing;
 - 4.7. unless there is urgent business to be attended to, the appropriate person/s from the administrator as per instruction from the chairperson of the CC must be notified 7 (seven) days prior to each meeting of the CC in order that they may attend,

- provided that the chairperson of the C or the CC may at any time determine that the CC may have an in-committee session at which only those entitled to vote may attend together with such other person/s as the chairperson may decide;
- 4.8. the chairperson of the CC or the CC may require any other service provider or person/s to attend any meeting of the CC in order to assist it with its responsibilities;
 - 4.9. minutes of each CC meeting must be maintained and mitted to the board for noting at the first board meeting following such CC meeting;
 - 4.10. the chairperson of the board may at any time enquire from the chairperson of the CC regarding the operation of the CC, and may also attend any CC meeting.

RESPONSIBILITIES DELEGATED TO THE CC

5. subject to ratification by the board, the board delegates the following responsibilities and powers to the CC:
 - 5.1 to create and update from time to time a communication strategy and policy for the fund, for approval by the board;
 - 5.2 to propose to the board the appointment of such service provider/s to the fund as may be necessary to fulfil the communication requirements of the fund, and on terms proposed by the CC
 - 5.3 to monitor the service delivery of any service provider appointed in terms of 5.2 above as well as the fund's benefit administrator;
 - 5.4 to approve for payment the invoices of any service provider appointed in terms of the CC's mandate,
 - 5.5 as directed by the board, to establish the terms of the contractual arrangement with the fund's service provider which does not fall within the responsibility of any other committee of the board, for approval by the board;
 - 5.6 to approve the pro-forma communications between the fund and the members on the occasions of joining and leaving the fund, as required by legislation and the rules;
 - 5.7 to approve the pro-forma member benefit statements and accompanying documentation on an annual basis;
 - 5.8 to approve any annual report to members on the funds' activities;
 - 5.9 to approve and monitor the website carrying the funds' information to the members and other stakeholders of the fund;

- 5.10 to approve any other communication between the fund and the members and other stakeholders of the fund;
- 5.11 to manage areas of risk associated with the communication by the fund;
- 5.12 to review and update on a regular basis the member booklet;
- 5.13 to devise, arrange and conduct such road shows and in person meetings with stakeholders of the fund within such cost parameters agreed by the board;
- 5.14 to implement such action relating to communication by the fund as the board may direct at any time;
- 5.15 to report any actual, potential or perceived conflict of interest relating to any service provider which reports to the CC;
- 5.16 any ad-hoc services required, that will cumulatively exceed R10 000 per month, must be ratified by the board;
- 5.17 to do anything lawful which is within the jurisdiction or mandate of the CC or is in the best interest of the fund.

INVESTIGATORY POWERS

- 6. The CC has the power to investigate any matter relating to its responsibilities in paragraph 5 above, or its responsibilities in respect of managing the risks of the fund (see paragraph 7 below), provided that to the extent that such investigation entails the employment of a service provider at the cost of the fund or the incurring of any disbursement at the cost of the fund then the consent of the board thereto must first be obtained.

RISK MANAGEMENT

- 7. The CC is responsible for identifying annually, or more frequently if required, such risks relating generally to the communication activities of the fund and specifically in respect of the responsibilities referred to in paragraph 5 above, as well as putting in place such risk management strategy as the CC considers appropriate. The CC must advise the board of this risk management process and also specifically when it becomes aware of any material risk to the fund which relates to the liquidity of the fund.


REPORTING OBLIGATION

- 8. The CC must report at each board meeting, or more frequently as the chairperson of the board may request for the purpose of fulfilling the board's functions, its responsibilities in respect of paragraph 5 above, as well as any investigation undertaken in terms of paragraph 6 above.

AMENDMENT


- 9. It is recorded that this mandate may be amended at any time by the board; and it is recorded that this mandate may be amended at any time by the committee by way of a proposal for approval by the board.

This mandate was adopted by the board at a special meeting of the board at Johannesburg on the 2nd of April 2019.



Chairperson of the Board

2 April 2019
Date



Principal Officer

2 April 2019
Date