



INVITATION TO VOLUNTARY ASSOCIATIONS

ANNEXURE B

DATE 30 September 2022

Dear Voluntary Association

INVITATION TO NOMINATE: SACAP COUNCIL MEMBERS

You are cordially invited to nominate one or more persons for consideration and possible appointment as member(s) of the South African Council for the Architectural Profession. When nominating, consideration should be given to representativity in respect of race, gender, disability and geographical location.

Vacancies: seven registered persons, excluding candidates, of whom at least four shall actively practice in the architectural profession: -

- Who must be nominated by the Voluntary Associations and any registered person; and
- Who must represent the categories of registered persons contemplated in section 18 of the Act.

The following should be noted:

1. Voluntary Associations may nominate as many persons as they deem appropriate.
2. Each nomination must be submitted on a separate Nomination Form.
3. Nominees must be registered with the SACAP, in at least one of the following categories: Professional Architect; Professional Senior Architectural Technologist; Professional Architectural Technologist and Professional Architectural Draughtsperson (registration in the candidate category is expressly excluded in terms of section 3 (1) (a) of the Act.
4. The nominations should be made on the Nomination Form and be signed by a duly authorized representative.
5. Nominees appointed to the Council may not serve for more than two consecutive terms of office.
6. The Council will meet at least four times a year and will be supported by administrative staff.
7. The period of office for the members is four years.
8. The Nominations must be accompanied by:
 - a. An Acceptance Form duly completed and signed by the nominee;
 - b. A brief Curriculum Vitae in the format per Annexure E; and
 - c. A declaration by the nominee stating he/she has read and accepted the attached terms of sections 3 to 6 of the Act.
9. Successful nominees will be appointed in their own right and will not represent his/her Voluntary Association.
10. Since the potential number of Voluntary Associations nominations is likely to exceed the number of vacancies on Council, serious consideration will be given to the nominees' expertise, experience, background and ability to represent more than one sector of interest contemplated in section 3 of the Act.
11. All nominees must be South African citizens and be an ordinary resident in the RSA.
12. All nominations, duly completed and signed, must be submitted to the Council (Attention: The Registrar) at the address provided in this correspondence, by no later than **30 November 2022** (Date to be within at least 60 days from date of invitation). Incomplete nominations and nominations received after this date will not be considered.

13. SACAP will establish a "Recommendation Panel" which will be responsible for recommending to Council the names of the nominees considered most suitable for appointment by the Minister. Members of the Recommendation Panel will not be eligible for appointment to the Council.
14. The recommended persons will be required to provide the Recommendation Panel, through the Registrar, with proof of qualifications, copy of identity document for verification and all other necessary documents that may be reasonably requested.
15. The Minister retains the discretion to appoint any person who may have been nominated but not recommended. Therefore, the names of all nominees will be presented to the Minister.
16. Appointments will be on a non-remunerative basis. Only small honoraria, reasonable travel and subsistence expenses will be paid to Council members.

The Nomination Forms can be downloaded from the SACAP website under Careers. All nominations should reach SACAP either by hand, email or post at the address provided below:

For attention: The Registrar
Physical: 51 Wessel Road, West Wing, Rivonia, Sandton, 2128.
Postal: P.O. Box 1500, Rivonia, 2128.
Tel: 011 479 5000
Email: nominations@sacapsa.com
Web: www.sacapsa.com

No late submissions will be accepted, incomplete nominations and nominations received after the due date will not be considered.