



SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION

2nd Floor Block A, Corobay Corner
169 Corobay Avenue
Waterkloof Glen
0100

www.saclap.org.za
registrar@saclap.org.za

(Name and address of Voluntary Association – ILASA, SALI, Landscape Podium)

Per email – (insert email address)

3 May 2021

Dear Madam/Sir

INVITATION TO NOMINATE SACLAP COUNCIL MEMBERS FOR 2021 to 2025 TERM OF OFFICE

As a recognised Voluntary Association of SACLAP, 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 Landscape Architectural Profession (SACLAP) in terms of the Landscape Architectural Profession Act, (Act No. 45 of 2000), hereafter referred to as the Act, and as per the Procedure for Nomination of Council Members (April 2018). Consideration should be given to aspects such as race, gender, disability and geographical location when nominating individuals.

The following should be noted:

1. Recognised **Voluntary Associations** may nominate as many persons as they deem appropriate. Each nomination must be submitted on a separate Nomination Form.
2. Nominees must be registered with the South African Council for the Landscape Architectural Profession, in a **professional** category of registration – a list is available on the SACLAP website (www.saclap.org.za), under the tab Registered Persons.
3. The nominations must be made on the SACLAP Nomination Form and be signed by a duly authorised representative of the recognised Voluntary Association.
4. Nominees appointed to the Council may not serve for more than two consecutive terms of office. A term of office is ordinarily 4 years.
5. The Council meets and will be supported by administrative staff. The term of office for the members is four years.
6. The nominations must be accompanied by:
 - 6.1 An Acceptance and Declaration Form duly completed and signed by the Nominator and the Nominee; and
 - 6.2 A brief Curriculum Vitae in the attached format.
NOTE: templates for the above documents can be found on the SACLAP website under News and Notices
7. Successful nominees will be appointed in their own right and will not represent the Voluntary Association.
8. Since the number of nominees may far exceed the number of vacancies on Council, consideration will be given to the nominees' expertise and background.
9. All nominees must be South African citizens and be ordinarily resident in the South Africa.

10. All nominations, duly completed and signed, must be submitted to the Council (**Attention: Registrar**) at the address provided in this correspondence, by no later than **10 June 2021**. Incomplete nominations and nominations received after this date will not be considered.
11. SACLAP will establish a "Recommendation Panel" in terms of Section 13 of the Procedure for Nomination of Council Members (Board Notice 66 of 2018 published in the Government Gazette on 11 May 2018)
12. The Recommendation Panel will evaluate each nomination and make recommendation to Council the names of the nominees considered most suitable for appointment by the Minister. No member of the Recommendation Panel will be eligible for appointment to the Council.
13. Nominees may be subject to background checks.
14. The Minister retains the discretion to appoint any person who may have been nominated but not recommended. Therefore, the names of all the nominees will be presented to the Minister.
15. Appointments may be on a non-remunerative basis. Only reasonable travel and subsistence expenses will be paid to members (as per the SACLAP Remuneration Policy for the Council, February 2016).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Cecilia Chinga', enclosed in a thin black rectangular border.

Cecilia Chinga
REGISTRAR