

MAURITIUS SOCIETY OF AUTHORS
COMMITTEE CHARTER

1. The charter sets the framework for the composition, responsibilities, duties, powers, authority, and accountability of the committees of the Mauritius Society of Authors. The charter is to be read with the Copyright Act 2014 as amended and, the rules and the statutes of MASA. The charter embodies the code of conduct of members and a commitment to comply with the Mauritius Code of Good Governance 2016 and international best practice.
2. The Board may set up such committees as it may determine to assist it in the discharge of its functions and the exercise of its powers.
3. A committee shall consist of at least 3 members and 2 other persons with relevant expertise not already available to the Board as the Board may co-opt. The Board shall appoint a chairperson of the committee. At least two members present including the chairperson shall constitute the quorum for a meeting. In the absence of the chairperson, another member present may be designated to chair the committee.
4. A committee shall meet as often as may be necessary and at such time and place as the chairperson of the committee may determine. Members may opt for virtual attendance in special circumstances.
5. The Secretary to the Board shall keep the Minutes of the meeting. The notice, agenda and papers shall be communicated to the members at least five days prior to the meeting unless in specific circumstances.
6. A committee shall, within such time as it may determine, submit its report to the Board on any matter referred to it. The report shall contain the observations, comments, and recommendations of the committee. The draft Minutes of the meeting shall be tabled to the Board.
7. A committee shall regulate its meetings and proceedings in such manner as it may determine.
8. A member of a committee shall report any conflict of interest or potential conflict of interest to the chairperson on any matter listed on the agenda of the meeting. A conflict of interests register shall be kept by the Secretary to the Board.
9. The deliberations of the meetings of the committee shall be privileged and confidential. However, the recommendations may be communicated to authorised and concerned parties.
10. The Chairperson of the Board shall not act as chairperson of committees.
11. The Director shall not attend the Good Governance/Audit Committee if any item on the agenda investigates his conduct or performance.
12. Each committee shall have its own terms of reference as approved by the Board.
13. The charter shall be published on the website of the Mauritius Society of Authors.
14. The charter may be amended as and when required by the Board. Any matter not listed under this charter shall be dealt with in accordance with the Copyright Act, the rules, and the statutes of MASA or as the Board may be legally advised.

Good Governance/Audit Committee (GGAC)

Terms of Reference

- i. To examine the internal procedures and provisions in statutory documents and to make the appropriate recommendations.
- ii. To examine the operations in line with the rules and statutes of MASA and international practice and to make the appropriate recommendations.
- iii. To examine the audit and/or internal control reports and to make the appropriate recommendations.
- iv. To examine the complaints and/or grievances against the Director and/or Board Members and to make the appropriate recommendations.

Reprography and Other Works Committee (ROWC)

Terms of Reference

- i. To make recommendations on the implementation of the management of reprography.
- ii. To make recommendations on the implementation of the management of dramatic works.
- iii. To make recommendations on the implementation of the management of audiovisual works.
- iv. To make recommendations on the implementation of the management of other works.

Rodrigues Consultative Committee (RCC)

Terms of Reference

- i. To monitor the implementation of policy decisions of the Board.
- ii. To meet other organisations in Rodrigues in pursuance of the objectives of the Society.
- iii. To hold an Annual Members Assembly in Rodrigues at least one month before the Annual General Assembly in Mauritius and submit any suggestion and, or recommendation to the Board.
- iv. To report to the Board through the Director on all matters pertaining to the policy and objectives of the Society.

Human Resource Committee (HRC)

Terms of Reference

- i. To make recommendations on conditions of service.
- ii. To make recommendations on schemes of service.
- iii. To make recommendations on disputes and grievances.
- iv. To make recommendations on collective bargaining and other industrial matters.
- v. To make recommendations on appointments, promotions, and terminations of employment.
- vi. To monitor the performance appraisals and to make the appropriate recommendations.
- vii. To make recommendations on breach of code and disciplinary actions.
- viii. To make recommendations on training needs.
- ix. To make recommendations on nomination for overseas trainings/meetings.
- x. To make recommendations on organisational structure.

Technical Committee (TC)

Terms of Reference

- i. To make recommendations on the distribution calendar.
- ii. To monitor the distribution exercises and to make the appropriate recommendations.
- iii. To make recommendations on anomalies flagged in distribution exercises.
- iv. To make recommendations on complaints and grievances from Members on distribution exercises.

- v. To monitor the upgrading of membership and to make the appropriate recommendations.
- vi. To monitor the transfers of membership and to make the appropriate recommendations.
- vii. To monitor the authorisations for reproduction and certificates and to make the appropriate recommendations.
- viii. To monitor the complaints and grievances from Members on membership and repertoire matters and to make the appropriate recommendations.
- ix. To make recommendations on communication strategies with Members.
- x. To monitor the list of unidentified works/owners of copyright and to make the appropriate recommendations.

Finance/MASA Provident & Benevolent Fund Committee (FMPBFC)

Terms of Reference

- i. To monitor the financial performances and to make the appropriate recommendations.
- ii. To make recommendations on sums to be allocated for distribution exercises.
- iii. To monitor the Provident & Benevolent Fund and to make the appropriate recommendations.
- iv. To make recommendations on advances.
- v. To make recommendations to the Board on budget exercises.
- vi. To monitor collection of fees and list of users and to make the appropriate recommendations.
- vii. To monitor the financial reports and to make the appropriate recommendations.
- viii. To make recommendations on awards of bidding contracts.

Approved by the Board on 30 April 2024