



**The Terms of Reference for the Mogale City SMME
Forum**

**An advisory and consultative structure to promote the growth
and support for SMMEs**

10th December 2025

1. PURPOSE

This document outlines the terms of reference for the composition, establishment, and operation of the SMME Forum. This forum will act as a crucial advocate and support system for small, medium, and micro enterprises (SMMEs), providing a collective voice to tackle the unique challenges faced by small businesses throughout Mogale City.

2. BACKGROUND

Mogale City Local Municipality is steadfast in its commitment to fostering local economic growth and empowering historically disadvantaged individuals and businesses. A key component of this commitment is the deliberate support of Small, Medium, and Micro Enterprises (SMMEs) and local suppliers through its procurement policies and practices. This initiative aims to stimulate local job creation, circulate wealth within the municipal area, and promote entrepreneurship.

In terms of SMMEs development, Mogale City aims to enhance the modernization and diversification of its businesses to ensure robust support for the following dynamic sectors: finance and business services, trade and tourism, manufacturing, property development/construction, and agriculture. The establishment of the SMME forum is envisaged to propel the City to achieve its mandate in terms of SMME development.

3. MOGALE CITY SMME FORUM

3.1 Purpose

- The primary purpose of the SMMEs Forum is to serve as a platform for dialogue, coordination, and advocacy aimed at fostering the development and growth of small, medium, and micro enterprises within Mogale City.

3.2 Objectives

The specific objectives of the Forum include:

- Facilitating information sharing among SMMEs, government agencies, financial institutions, and other stakeholders.
- Identifying challenges faced by SMMEs and proposing lasting solutions.
- Promoting access to markets, finance and capacity-building opportunities.
- Influencing policy and regulatory frameworks to better support SMMEs.
- Encouraging networking and partnership development.

3.3 Scope of work

The Forum will undertake activities such as:

- Convening of regular meetings and workshops.
- Stakeholder consultations and feedback sessions.
- Policy advocacy and recommendations.
- Capacity-building programs.
- Monitoring and evaluation of SMME development initiatives.

3.1.2 Composition

The SMME forum will be comprised of representation from:

a) The Permanent Members:

Mogale City	Representation
	<ul style="list-style-type: none">• The Member of the Mayoral Committee for Economic Development (The Chairperson),• The Manager Enterprise and Rural Development (The Deputy Chairperson)• Respective Assistant Managers in Enterprise and Rural Development, Tourism and Supply Chain Management
External	<ul style="list-style-type: none">• Business Representatives across all 39 wards of Mogale City• Representatives of organised formations involved in SMME development and support in Mogale City

The Permanent Members can be changed, increased or decreased with the agreement by most members during a formal meeting. The Permanent Members can also amend the SMME forum ToRs should this be deemed necessary for the proper management and functioning of the Forum.

At least one person, and an alternate must be nominated by the organisation they represent. Such a nomination must be done in writing to the Chairperson of the Forum.

b) Invited Members (and is variable):

- National and/ or Provincial Government Departments;
- Donors (Local or International)
- Stakeholders Fora Representation;
- Commercial Banks (ABSA, FNB, Standard Bank, Capitec)
- Development Finance Institutions (eg DBSA, IDC, NEF, SEDFA, Land Bank);
- Development Agencies (eg GGDA, GIFA, GEP, NYDA, GTA, MISA)
- Any other players, structures or agencies deemed useful by the Forum.

3.1.3 Frequency of Meetings

The SMME forum should meet quarterly, and more frequently as and when the need arises.

3.1.4 Secretariat Services

The SMME forum will be supported by a secretariat consisting of officials from the Departments of Economic Development – whose functions will entail:

- Issuing the appropriate time notices and relevant documentation for the Forum meetings seven days in advance.
- Record and produce minutes of the meetings timeously.
- Rendering all other administrative support to the Forum.

The EDS shall be responsible for feedback to other Committees of Council and the Mayoral Committee.

3.1.5 Convocation

- The Chairperson convenes the Forum, in writing, at least 10 (ten) days before the date of the meeting;
- Under special circumstances and needs, the Chairperson or at least 2 (two) of the permanent members, may request the convocation of the Forum;
- The convocation note should indicate the date, time and place of the meeting including the agenda as well as the necessary documentation. It must also include the list of temporary members invited;
- The Secretariat prepares the list of invitees to the Forum based on indication from the permanent members;
- Permanent members can request, in writing, to postpone the meeting or delegate their representation to the alternative member appointed by their respective organisations; and
- Any member who does not attend three meetings in a row will be terminated and not be invited to attend any further meetings unless a written notice and explanation is forwarded to the Chairperson of the Forum.

3.1.6 Validity

- In the absence of the Chairman the Vice-Chairman would serve as the Chairman at any meeting in order to ensure that the meeting are quorid and validly constituted.
- The Vice-Chairman, in such circumstances will be deemed to have all the powers and functions associated with the position of the Chairman.

3.1.7 Deliberations and Duties

The permanent members deliberate and agree by consensus. Where consensus cannot be reached, a decision will be made by majority voting or the Chairperson makes the decision.

In respect of duties, the following procedures will apply:

- Members shall be committed to rendering support and partake in debates in good faith;
- Members shall carefully analyse and interrogate all reports; documents and deliverables brought before the Forum and shall endeavour to comment on these timeously;
- All members shall have the obligation of providing feedback to their respective constituencies and members of their associations/ chambers on discussions and issues discussed or communicated at the Forum;

3.1.8 Duration and review

This ToR shall be reviewed annually to ensure it remains relevant and effective. The Forum's lifespan is ongoing unless otherwise decided.