

important information

BP Medical Aid Society newsletter



MEMBER TRUSTEE ELECTION

Dear Member

The purpose of this communication is to set out the election process to fill two vacancies on the Board of Trustees.



THABI MLOTSHWA
PRINCIPAL OFFICER

BP Medical Aid Society: Member Trustee election

In accordance with the rules of the Society, the Board of Trustees is appointed to manage the affairs of the Society and consists of three employer-appointed Trustees, three member-elected Trustees and one trade union-elected Trustee. The member-elected Trustees' terms of office run for a period of three years. The relevant training is provided to the new Trustees and ongoing training is available for all Trustees. A minimum of six Board of Trustee meetings are held annually. In addition, Trustees are required to prepare themselves to serve on the various sub-committees and to attend the regular meetings.

Trustee nomination process

The terms of office of member-elected Trustees, Mr John Bush and Mr Colin McClelland, will end on 22 June 2017. The Board of Trustees would like to thank them for their invaluable contribution to the management of the Society over a

substantial number of years. Please note that Mr Bush has advised that he will not be available for re-election this year, whilst Mr McClelland confirmed his availability for re-election.

The election process consists of two steps, namely the nomination of candidates and the election itself. This communication is aimed at providing information on the nomination process. Details pertaining to the election process will be distributed to members during April 2017 and will provide more information on the nominated candidates and the voting process.

You are encouraged to participate in the election process and to assist the Society in appointing the two member-elected Trustees. Remember, you do not have to be a Trustee to have a say in the management of the Society. Although not everyone can be a Trustee, you can take part in the election process and you can ensure that members are nominated who will truly take the long-term interests of the Society and its members to heart.

We look forward to your participation.

Kind regards

THABI MLOTSHWA

PRINCIPAL OFFICER

In this issue

- ◆ Trustee nomination process
- ◆ How are candidates nominated?
- ◆ Who are the current Trustees?
- ◆ Who is eligible to be a Trustee?
- ◆ Who is not eligible to be a Trustee?
- ◆ What are the duties of Board of Trustee members?
- ◆ The duties of the parties involved
- ◆ Important contact details



How are candidates nominated?

➤ Fill out the enclosed nomination form.

- ◆ Any principal member (continuation members included) may nominate fellow members to stand for election.
- ◆ Another member must second (or support) the nomination.
- ◆ The Nominee (person nominated) must formally accept the nomination, thereby agreeing to fulfil the duties of a Trustee on the Board of Trustees, if elected to office.
- ◆ Nomination forms must be returned by the Proposer and must reach the Election Officer by no later than 16:30 on 31 March 2017.

Please note that any nomination that is not seconded, or properly completed and signed by all parties, will be invalid.

Who are the current Trustees?

Employer-appointed Trustees:

Dr Solomon Molekwa
Ms Dawn Fortune
Ms Bahijah Hashim

Member-elected Trustees:

Mr John Bush
Mr Colin McClelland
Mr Guy McGregor

Trade union Trustee:

Michael Petersen



Who is eligible to be a Trustee?

- ◆ A person may be a Trustee if he/she is a fully paid-up active or continuation member of the BP Medical Aid Society.
- ◆ Only a principal member may be a Trustee.

Who is not eligible to be a Trustee?

A person will not be able to hold office as a Trustee if:

- ◆ he/she is under the age of 21 years;
- ◆ he/she is declared insane or incapable of managing his/her affairs;
- ◆ he/she is declared insolvent or has surrendered his/her estate for the benefit of his/her creditors;
- ◆ he/she is convicted, whether in the Republic of South Africa or elsewhere, of theft, fraud, forgery or uttering of a forged document, or perjury;
- ◆ he/she is removed by the Court from any office of trust on account of misconduct;
- ◆ he/she is disqualified under any law from carrying on his/her profession; or
- ◆ he/she is a dependant of a principal member.

What are the duties of Board of Trustee members?

- ◆ Trustees are expected to act with greater care when dealing with the affairs of the Society than when dealing with their own affairs.
- ◆ They are well read and keep up to date on all legislation and trends affecting the Society.
- ◆ They do not abdicate their responsibilities to third parties, but are accountable for their decisions.
- ◆ They act in the best interest of members.
- ◆ They keep the long-term objectives of the Society in mind and always remember that it must be sustainable in the long-term.
- ◆ They act in good faith and are not swayed by politics, popularity, self-interest or disagreements with any other party, including the employer and other members.
- ◆ They always avoid conflicts of interest and act impartially, never taking advantage of their positions to enrich themselves.
- ◆ Their motives are transparent and they disclose any possible conflict of interest.
- ◆ They attend all meetings of the Board of Trustees and, where applicable, meetings of sub-committees.
- ◆ They research all issues before making decisions and actively participate in decision-making.

The duties of the parties involved in submitting a valid nomination

The Proposer

The Proposer is the person who nominates a member to stand for election as a Trustee. The Proposer must be a fully paid-up principal member – not a dependant – of the Society. The Proposer must provide his/her name and membership number on the nomination form, sign it and include the details (name and membership number) of the Nominee.

NOTE

- ◆ You may not nominate yourself.
- ◆ You may nominate as many members as you wish, as long as each nomination is submitted on a separate form.

The Secunder

The Secunder is the person who supports the Proposer's nomination of that particular member to stand for election as a Trustee. The Secunder must also be a fully paid-up principal member of the Society. He/she must provide his/her name and membership number on the nomination form and must sign the form.

The Nominee

The Nominee is the member who is being nominated to stand for election as a Trustee. The Nominee must sign the form, thereby accepting the nomination. There is little point in nominating a member who is not prepared to accept the demanding task of being a Trustee. The Nominee must also attach a passport or ID photo to the nomination form and include a short curriculum vitae of no more than 150 words.

Important contact details

Please send claims to:

BP Medical Aid Society
PO Box 5324, Cape Town 8000

Client Service Department (including prescribed minimum benefit queries)

South Africa: +27 21 480 4610 or 0800 001 607
Namibia: +27 21 480 4610
South Africa fax: +27 21 480 4969
Namibia fax: +27 21 480 4969
bpmas@mhg.co.za
www.bpmas.co.za

Netcare 911 emergency services

South Africa: 082 911
Namibia: 082 911

Clicks Direct Medicines

0861 444 405 or +27 11 997 3000
Fax: 0861 444 414 or +27 11 997 3050
clicks.directmedicines@dirmed.co.za
www.clicksdirectmedicines.co.za

Dis-Chem Direct Courier

Tel: +27 12 365 1299
Fax: +27 12 365 3277
direct@dischem.co.za
www.dischem.co.za

Hospital pre-authorisation

Namibia: +27 21 480 4762
South Africa: 0800 007 092

LifeSense Disease (HIV programme)

South Africa: 0861 888 300
Namibia: +27 21 480 4804

Oncology programme

South Africa: +27 21 480 4073
Namibia: +27 21 480 4073

KPMG fraud hotline

South Africa: 0800 200 564
Namibia: +27 21 480 4610

Pension queries (Momentum)

0800 000 329

Iso Leso (for optical care)

South Africa: 0860 10 30 50/60
Namibia: +27 011 340 9200

Council for Medical Schemes

Customer Care Centre
0861 123 267 or 0861 123
information@medicalschemes.com

Complaints

Fax: +27 12 431 0608
complaints@medicalschemes.com

Postal address

Private Bag X34, Hatfield 0028