

## **ANNEXURE 9 - ROLES, DUTIES AND FUNCTIONS OF THE MEMBERS OF MANAGEMENT COMMITTEE**

### **1. THE CHAIRPERSON**

The Chairperson:

- 1.1. Will preside over meetings of Sector 3;
- 1.2. Ensure the execution of all decisions of the Management Committee;
- 1.3. Represent Sector 3, as and when it is necessary;
- 1.4. Will be the Sector 3's representative at all levels above Sector level regarding Community Policing matters;
- 1.5. Report on the functioning of Sector 3 to levels above Sector level, as and when required;
- 1.6. Report back to the Management Committee on matters relevant to Sector 3 discussed at levels above Sector level. Such feedback will be recorded in the minutes of the Management Committee Meeting;
- 1.7. Liaise with the Sinoville SAPS, Metro Police and other community-based organisations as and when required and report back to the Management Committee Meeting on such liaisons. Such feedback will be recorded in the minutes of the Management Committee Meeting;
- 1.8. Will report on the state of the Sector at the monthly Management Committee Meeting;
- 1.9. Will submit such reports reflective of the activities of the work of Sector 3 at the AGM;
- 1.10. Will supervise all work of Sector 3 in conformity with the Constitution and rules of procedures agreed upon by Sector 3;
- 1.11. May, if circumstances so dictate, approach the Forum's EXCO, for intervention, assistance or advice, in the general interest of the community;
- 1.12. The Chairperson may, from time to time, and as circumstances dictate, delegate some of his duties, functions and responsibilities to the Deputy-Chairperson and / or any elected Management Committee member;
- 1.13. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
- 1.14. Any such ad hoc tasks conferred upon the Chairperson and minuted, must be communicated to the members of Sector 3.

### **2. THE DEPUTY-CHAIRPERSON**

- 2.1. In the absence of the Chairperson for whatever reason, or when so requested by the Chairperson, the Deputy-Chairperson of the Management Committee will assume the same role, duties and function as the Chairperson as set out above.
- 2.2. The Deputy-Chairperson will have overall responsibility for:
  - 2.2.1. Radio communications and related matters;
  - 2.2.2. Disciplinary matters;
- 2.3. The Deputy-Chairperson will have oversight over:

- 2.3.1. Finances; and
- 2.3.2. The assets of Sector 3.

The Deputy-Chairperson may delegate his/her responsibility in respect of disciplinary matters to any other Sector 3 member or Mediator in the event of a conflict of interest or when he/she deems it necessary to do so.

- 2.4. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
- 2.5. Any such ad hoc tasks conferred upon the Deputy-Chairperson and minuted, must be communicated to the members of Sector 3.

### **3. THE TREASURER**

The Treasurer:

- 3.1. Is responsible for the finances of Sector 3 and will ensure compliance with GAAP;
- 3.2. Will, together with the Chairperson or Vice-Chairperson of the Management Committee, operate a banking account on behalf of Sector 3;
- 3.3. Will keep accurate and up to date accounting records to clearly reflect the financial position of Sector 3;
- 3.4. Will submit financial statements to the Management Committee at each of its regular monthly meetings;
- 3.5. Will table audited financial statements at every AGM of Sector 3;
- 3.6. Will table a budget at every AGM;
- 3.7. Will, in each financial year, cause the accounting records of Sector 3 to be verified, in accordance with Generally Accepted Accounting Practices, by a qualified and duly appointed accounting officer;
- 3.8. Compile and maintain an asset register of Sector 3;
- 3.9. Will ensure that all assets of the Sector 3 are adequately insured and / or provision is made for replacing of assets;
- 3.10. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
- 3.11. Any such ad hoc tasks conferred upon the Treasurer and minutes, must be communicated to the members of Sector 3.

### **4. THE SECRETARY**

The Secretary will:

- 4.1. Take and compile minutes of all meetings of Sector 3 in accordance with the requirements of this Constitution and keep a record thereof, including Resolutions passed in a Resolution Register;
- 4.2. Arrange and give notice of all meetings in accordance with procedures;
- 4.3. Perform administrative functions associated with the duties of Secretary;
- 4.4. Further the interest of Sector 3 as directed by the Management Committee;
- 4.5. Manage and keep scanned copies of all Sector 3-member application forms in a secure location;

- 4.6. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
- 4.7. Any such ad hoc tasks conferred upon the Secretary and minutes, must be conveyed to the members of Sector 3.

## **5. THE CRIME PREVENTION OFFICER**

The Crime Prevention Officer will:

- 5.1. Liaise with the Forum's Crime Prevention Officer and the Sinoville SAPS Sector 3 Manager on a regular basis;
- 5.2. Monitor the Sinoville SAPS Crime Prevention initiatives and report any aspect which is lacking, to the Sector 3 Management Committee, the Forum's Crime Prevention Officer and / or the Sinoville SAPS Manager;
- 5.3. Attend joint meetings between the Sinoville SAPS Sector Manager and all other role players, specifically relating to Crime Prevention;
- 5.4. Gather and consolidate crime intelligence from Sector 3 and present it to the Management Committee meetings, the Forum's Crime Prevention Officer and / or the Sinoville SAPS Manager;
- 5.5. Attend a monthly sub-committee Crime Prevention Officer's meeting with the Forum's Crime Prevention Officer;
- 5.6. Present a crime prevention overview at the AGM;
- 5.7. Present a crime prevention overview at the monthly Management Committee meeting;
- 5.8. Report all emergency crime prevention related matters to the Chairperson of Sector 3; and
- 5.9. Liaise with other Crime Prevention Officers of the neighbouring Sectors and Affiliated Neighbourhood Watches to formulate a joint Crime Prevention Plan.)
- 5.10. Liaise with the Sinoville SAPS/TMPD Sector Manager on any joint operations between the Sinoville SAPS/TMPD and Sector 3 and to approve Sector 3's involvement in such joint operations.

## **6. THE PUBLIC RELATIONS OFFICER**

The Public Relations Officer will:

- 6.1. Promote the image of Sector 3 to the community;
- 6.2. Promote the business and activities of Sector 3;
- 6.3. Develop promotional materials, when needed;
- 6.4. Maintain the website of Sector 3;
- 6.5. Handle general enquiries of the Sector 3 community;
- 6.6. Negotiate sponsorships;
- 6.7. Provide assistance, when required, with branding and advertising;
- 6.8. Conduct market research, when needed;
- 6.9. Recruit prospective new members;
- 6.10. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and

- 6.11. Any such ad hoc tasks conferred upon the PRO and minuted, must be communicated to the members of Sector 3.

## **7. THE CONTROL CO-ORDINATOR**

The Control 3 Co-Ordinator is responsible for:

- 7.1. The recruitment and training of Control 3 operations;
- 7.2. Setting up of the Control 3 duty roster and making it available to Control 3 Operators by way of appropriate media;
- 7.3. Communication to Control 3 Operators, ensuring that they are in possession of procedural guidelines and telephone numbers of SAPS, Emergency Services and Crisis Councillors;
- 7.4. Discipline of Control 3 Operators, in conjunction with the Deputy-Chairperson;
- 7.5. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
- 7.6. Any such ad hoc tasks conferred upon the Deputy-Chairperson and minuted, must be communicated to the members of Sector 3.

## **8. THE PATROL CO-ORDINATOR**

The Control 3 Co-Ordinator is responsible for:

- 8.1. The recruitment and training of Sector 3 patrollers;
- 8.2. The planning and execution of formal patrol activities;
- 8.3. Liaison with the Crime Prevention Officer regarding any formal joint patrolling operations, as planned from time to time, with SAPS, Metro and/or other crime prevention organizations;
- 8.4. Liaise with the Crime Prevention Officer of Sector 3 regarding potential crime and hotspots in order to advise patrollers and Control 3 operators;
- 8.5. The formal structuring of the patrollers into geographic or function teams for immediate/quick response as the situation dictates;
- 8.6. Discipline of Control 3 Patrollers in conjunction with the Vice Chairperson;
- 8.7. Present a patrolling overview at the Annual General Meeting;
- 8.8. Present a Patrolling Overview at the Monthly Management Committee meeting; Establishment and maintenance of a working journal as both a record of activities as well as the basis for handover to the next.