



ROLES, DUTIES AND FUNCTIONS OF THE SECTOR 4 MANAGEMENT COMMITTEE

1 THE CHAIRPERSON

The Chairperson shall:

- 1.1 Preside over meetings of Sector 4.
- 1.2 Ensure the execution of all decisions of Sector 4.
- 1.3 Represent Sector 4 on the Forum Exco Meetings and all other Sector 4 related meetings as and when it is necessary.
- 1.4 Shall be Sector 4's representative at all levels below the Forum level regarding Community Policing matters.
- 1.5 Report on the functioning of Sector 4 to the Forum as and when required.
- 1.6 Report back to the Forum on matters relevant to Sector 4 discussed at levels below the Forum level.
- 1.7 Liaise with the Sinoville SAPS, Metro Police, and other community-based organisations as and when required and report back to the EXCO on such liaisons.
- 1.8 Shall report on the state of Sector 4 at the monthly Forum EXCO meetings.
- 1.9 Shall submit such reports reflective of the activities or the work of Sector 4 at the Annual General Meeting.
- 1.10 Shall supervise all work of Sector 4 in conformity with the Constitution and rules of procedures agreed upon by Sector 4.
- 1.11 May, if circumstances so dictate, approach the SAPS/TMPD or Government institutions at any level, for intervention, assistance, or advice, in the general interest of the community.
- 1.12 May, from time to time, and as circumstances dictate, delegate any of his/her duties, functions, and responsibilities to the Deputy-Chairperson and/or any Sector 4 Management Committee member, with the understanding that such delegation does not include his/her accountability
- 1.13 Any other such ad hoc tasks as determined by the Management Committee from time to time in writing and minuted accordingly.
- 1.14 Any such ad hoc tasks conferred upon the Chairperson and minuted, must be conveyed to the members of Sector 4 within one week of such decision.



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2 THE DEPUTY-CHAIRPERSON

The Deputy-Chairperson shall:

- 2.1 In the absence of the Chairperson for whatever reason, or when so requested by the Chairperson, assume the same role, duties, and function as the Chairperson.
- 2.2 The Deputy-Chairperson shall have overall responsibility for and oversight of:
 - 2.1.1 Radio communications and related matters.
 - 2.1.2 Disciplinary matters.
 - 2.1.3 Finances.
 - 2.1.4 The assets of Sector 4.
- 2.3 The Deputy-Chairperson may delegate his or her responsibility in respect of disciplinary matters to any other Sector 4 Management Committee member in the event of a conflict of interest or when he or 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 minuted accordingly.
- 2.5 Any such ad hoc tasks conferred upon the Deputy-Chairperson and minuted must be conveyed to the members of Sector 4 within one week of such decision.



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3 THE SECRETARY

The Secretary shall:

- 3.1 Take and compile Minutes of all meetings of Sector 4 in accordance with the requirements of this Constitution and keep a record thereof including Resolutions passed and previous Minutes.
- 3.2 Arrange all meetings in accordance with the requisite procedures.
- 3.3 Perform administrative functions associated with the Office of Secretary.
- 3.4 Collect, receive and despatch correspondence on behalf of Sector 4.
- 3.5 Further the interests of Sector 4 as directed by the Management Committee.
- 3.6 Manage and keep hard copies of all Sectors 4-member application forms in a secure location.
- 3.7 Ensure the safe keeping of Minutes, Agendas, Meeting invites of all meetings, originals of all letters received, copies of all letters despatched and correspondence.
- 3.8 Any other such ad hoc tasks as determined by the Management Committee from time to time in writing and minuted accordingly.
- 3.9 Any such ad hoc tasks conferred upon the Secretary and minuted must be conveyed to the members of Sector 4 within one week of such decision.

**ROLES, DUTIES AND FUNCTIONS OF THE SECTOR 4 MANAGEMENT COMMITTEE****4 THE DEPUTY-SECRETARY**

The Deputy-Secretary is responsible for:

- 4.1 Acts as assistant to the Secretary.
- 4.2 In the absence of the Secretary for whatever reason, or when so requested by the Secretary, The Deputy-Secretary shall have the same duties and functions of the Secretary as set out above.
- 4.3 The upkeep of the Sector 4 Crime Statistic (Data base).
- 4.4 Acts as Secretary on Control 4 meetings.
 - 4.4.1 Take and compile Minutes of all meetings of Control 4 in accordance with the requirements of this Constitution and keep a record thereof including Resolutions passed and previous Minutes.
 - 4.4.2 Collect, receive and despatch correspondence on behalf of the Control 4 team.
 - 4.4.3 Ensure the safe keeping of Minutes, Agendas, Meeting invites of all Control 4 meetings, originals of all letters received, copies of all letters despatched and correspondence regarding the Control 4 function and teams.
- 4.5 Manage the logistical arrangements of Control 4 team.
- 4.6 Oversee the updating all relevant training documents where necessary.
- 4.7 Any other such ad hoc tasks as determined by the Management Committee from time to time in writing and minuted accordingly.
- 4.8 Any such ad hoc tasks conferred upon the Deputy-Secretary must be conveyed to the members of Sector 4 within one week of such decision.

**ROLES, DUTIES AND FUNCTIONS OF THE SECTOR 4 MANAGEMENT COMMITTEE****5 THE TREASURER**

The Treasurer will be responsible for:

- 5.1 The finances of Sector 4 and must ensure strict compliance with Generally Accepted Accounting Practice.
- 5.2 Must together with another designated member of the Board, operate a banking account on behalf of Sector 4.
- 5.3 Must keep accurate and up to date books of account and other records necessary to clearly reflect the financial position of Sector 4.
- 5.4 Shall submit to the Management Committee at each of its regular monthly meetings a monthly income and expenditure statement.
- 5.5 Must table a financial report at every general meeting of Sector 4 setting out the finances of Sector 4.
- 5.6 Must table a budget at every Annual General meeting.
- 5.7 Shall submit to the Management Committee a half yearly un-audited balance sheet.
- 5.8 Shall, in each financial year, cause the accounting records of Sector 4 to be verified in accordance with Generally Accepted Accounting Practice by a duly appointed registered accountant.
- 5.9 Compile and maintain an asset register of all assets of Sector 4.
- 5.10 Must ensure that all assets of Sector 4 are adequately insured.
- 5.11 Shall be responsible for and deal with all documents pertaining to the functions of that office, such as for example deposit slips, receipts, invoices, orders to suppliers, accounts and so forth.
- 5.12 The Annual Financial Statements shall comply with general accepted accounting practices.
- 5.13 Any other such ad hoc tasks as determined by the Management Committee from time to time in writing and minuted accordingly.
- 5.14 Any such ad hoc tasks conferred upon the Treasurer and minuted must be conveyed to the members of Sector 4 within one week of such decision.

**ROLES, DUTIES AND FUNCTIONS OF THE SECTOR 4 MANAGEMENT COMMITTEE****6 THE CRIME PREVENTION OFFICER**

The Crime Prevention Officer must:

- 6.1 Liaise with the Forum's Crime Prevention Officer and the Sector 4 Manager of the Sinoville SAPS on a regular basis.
- 6.2 Monitor the Sinoville SAPS Crime Prevention initiatives and report any aspect which is lacking to the Sector 4 Management Committee, the Forum's Crime Prevention Officer and/or the Sinoville SAPS Sector 4 Manager.
- 6.3 Attend joint meetings between the Sinoville SAPS Sector 4 Manager and Sector 4 and all other role players specifically relating to Crime Prevention.
- 6.4 Gather and consolidate crime intelligence from Sector 4 and present the information to the Management Committee meetings, the Forum's Crime Prevention Officer and/or the Sinoville SAPS Sector 4 Manager.
- 6.5 Present a Crime Prevention Overview at the Annual General Meeting.
- 6.6 Present a Crime Prevention Overview at the Monthly Management Committee meeting.
- 6.7 Report all emergency Crime Prevention Related matters to the Chairperson of Sector 4.
- 6.8 Liaise with other Crime Prevention Officers of the neighbouring Sectors to formulate a joint Crime Prevention Plan.
- 6.9 Have oversight into the running of the Sector's patrol activities. This includes oversight of the patrollers and the patroller training.
- 6.10 Manage and run the Sector's response team activities. This includes oversight of the response teams, the response team training, and the response team schedule.
- 6.11 Assist with the recruitment and training of Sector 4 patrollers.
- 6.12 Appoint permanent or temporarily task teams to assist the Crime Prevention Officer with crime prevention in Sector 4.
- 6.13 Any other such ad hoc tasks as determined by the Management Committee from time to time in writing and minuted accordingly.
- 6.14 Any such ad hoc tasks conferred upon the Crime Prevention Officer and minuted must be conveyed to the members of Sector 4 within one week of such decision.



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7 THE PUBLIC RELATIONS OFFICER

The Public Relations Officer shall:

- 7.1 Promote the image of Sector 4 to the community.
- 7.2 Promote the business and activities of Sector 4.
- 7.3 Develop promotional materials when needed.
- 7.4 Organise public events.
- 7.5 Reply to general enquiries of the Sector 4 community.
- 7.6 Seek and negotiate sponsorships.
- 7.7 Provide assistance when required with branding and advertising.
- 7.8 Conduct market research when needed.
- 7.9 Manage the response of the Sector 4 in case of an emergency situation or in case of a disaster in the Sector 4 area.
- 7.10 Manage all aspects relating to prospective new members, including recruitment.
- 7.11 Any other such ad hoc tasks as determined by the Management Committee from time to time in writing and minuted accordingly.
- 7.12 Any such ad hoc tasks conferred upon the Public Relations Officer and minuted must be conveyed to the members of Sector 4 within one week of such decision.



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8 THE ADMINISTRATIVE OFFICER

The Administrative Officer is responsible for:

- 8.1 Capturing all new applications data on the system.
- 8.2 Maintaining the admin mailbox.
- 8.3 Maintaining the database with new and existing members details.
- 8.4 Maintaining the Sector 4 website with news, reports or other content as approved by the Management Committee.
- 8.5 Assist the PRO to handle queries on the admin phone.
- 8.5 Update all relevant admin documents where necessary.
- 8.6 Send communication out in bulk (SMS, WA, any other SCPF platform's messages and E Mail) on events.
- 8.7 Any other such ad hoc tasks as determined by the Management Committee from time to time in writing and minuted accordingly.
- 8.8 Any such ad hoc tasks conferred upon the Administrative Officer and minuted must be conveyed to the members of Sector 4 within one week of such decision.



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9 THE CONTROL 4 CO-ORDINATOR

The Control 4 Co-ordinator is responsible for:

- 9.1 The recruitment and training of Control 4 operators.
- 9.2 Setting up of the Control 4 duty roster.
- 9.3 Communication to Control 4 Operators ensuring they are in possession of procedural guidelines and telephone numbers of SAPS, Emergency Services, Response Team Members and Crisis Councillor's.
- 9.4 Discipline of Control 4 Operators as well as patrollers in conjunction with the Deputy Chairperson.
- 9.5 Chair all Control 4 meetings.
- 9.6 Any other such ad hoc tasks as determined by the Management Committee from time to time in writing and minuted accordingly.
- 9.10 Any such ad hoc tasks conferred upon the Control Co-ordinator and minuted must be conveyed to the members of Sector 4 within one week of such decision.

**ROLES, DUTIES AND FUNCTIONS OF THE SECTOR 4 MANAGEMENT COMMITTEE****10 TRAINING AND STANDARDS CO-ORDINATOR**

The Training and Standards Co-ordinator is responsible for:

- 10.1 Develop a training strategy, in conjunction with the EXCO Training Co-ordinator.
- 10.2 Conduct a training needs analysis to determine training needs for radio users, patrollers, and control co-ordinators, in conjunction with the Sector 4 Management Committee and the EXCO Training Co-ordinator.
- 10.3 In conjunction with the EXCO Training Co-ordinator develop training material for the training of radio users, patrollers and control co-ordinators.
- 10.4 Develop and communicate a monthly training schedule and communicate same to the EXCO Training Co-ordinator.
- 10.5 Co-ordinate Sector 4's attendance of joint training sessions of the SCPF as required from time to time.
- 10.6 Identify suitable trainers within Sector 4 and ensure that they are trained and certified to assist with the delivery of training.
- 10.6 Keep a database of all certified trainers.
- 10.7 Keep training attendance registers and a record of all training conducted.
- 10.8 Attend all SCPF meetings with all Sector's training co-ordinators where training matters will be discussed.
- 10.9 Ensure that training equipment is taken care of and kept in a good serviceable condition.
- 10.10 Regularly review training requirements with all stakeholders, update where necessary and communicate such to the EXCO Training Co-ordinator.
- 10.11 Report on the state of training at the monthly Sector 4 Management meetings and at the Annual General Meeting.
- 10.12 The Training Co-ordinator must, with regard to radio programming:
 - 10.12.1 Co-ordinate the programming of Sector 4 radios.
 - 10.12.2 Obtain the required software and cabling from the SCPF radio service provider and ensure the safekeeping thereof.
 - 10.12.3 Identify suitable radio programmers within Sector 4 and ensure that they are trained and certified to assist with the programming of radios.
 - 10.12.4 Keep a database of all certified radio programmers.
- 10.13 Any other such ad hoc tasks as determined by the Management Committee from time to time in writing and minuted accordingly.
- 10.14 Any such ad hoc tasks conferred upon the Training Co-ordinator and minuted must be conveyed to the members of Sector 4 within one week of such decision.

**ROLES, DUTIES AND FUNCTIONS OF THE SECTOR 4 MANAGEMENT COMMITTEE****11 THE YOUTH AND SCHOOL SAFETY CO-ORDINATOR:**

The Youth and School Safety Co-ordinator shall:

- 11.1 Liaise with the Substance Abuse Representatives of Sinoville SAPS and TMPD to develop a joint Substance Abuse Education Program.
- 11.2 In conjunction with the Forum's Youth and School Safety Co-ordinators, liaise with schools within the Forum's area of jurisdiction as to their drug and alcohol abuse education plans.
- 11.3 Attend joint meetings regarding the safety co-ordination at schools, with Sinoville SAPS Sector Managers, SAPS Social Crime Prevention Officer as appointed by the Sinoville SAPS Station Commander from time to time, TMPD Representative, Crime Prevention Officers, and school principals to assist with the development, implementation, and monitoring of educational programs on substance abuse and school safety.
- 11.4 Oversee that an Annual Substance Abuse Education Plan is in place and is consistent with the needs of the Forum's and the SAPS Master Crime Prevention Plan.
- 11.5 Report all known Substance Abuse incidents to the Crime Prevention Officer and Chairperson of Sector 4.
- 11.6 Liaise with other Youth Desks of other Sectors and that of the Forum to formulate a joint Substance Abuse Education Program.
- 11.7 Upon request and after approval by the EXCO of the Forum, present talks at local churches and schools on the topic of Substance Abuse as experienced in Sector 4.
- 11.8 In Co-operation with the Forum's Youth and School representatives, liaise with schools within Sector 4's borders as well as with Sinoville SAPS and Metro Police as to the schools' safety plans.
- 11.9 Ensure intelligence relating to drug trafficking, drug abuse and alcohol usage amongst school pupils are gathered and consolidated and communicate it to such school / principal if necessary.
- 11.10 Ensure intelligence relating to general school safety is gathered and consolidated.
- 11.11 Attend a Quarterly Sub Committee meeting on Youth and Schools Safety with the Forum representatives.
- 11.12 Present a Youth and School Safety overview at the Annual General Meeting.
- 11.13 Present a Youth and School Safety overview at the monthly Sector 4 Management Committee Meeting.
- 11.14 Compile an Annual School Safety Plan which must be consistent with the needs of the Forum and the Sinoville SAPS/TMPD Master Crime Prevention Plan.
- 11.15 Inspect areas of concern within Sector 4 together with that specific Crime Prevention Officer to familiarize him/herself with the operational requirements before engaging Sinoville SAPS/TMPD. This must also be communicated to the Forum's Crime Prevention Officer to obtain his input to formulate actions plans to address such concerns.



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- 11.16 Report all emergency School Safety related matters to the Chairperson of Sector 4.
- 11.17 Liaise with other School Safety Co-ordinators of other Sectors to formulate a joint Schools Safety Plan
- 11.18 Upon request and after approval by the EXCO of the Forum, assist with safety at school events.
- 11.19 Any other such ad hoc tasks as determined by the Management Committee from time to time in writing and minuted accordingly.
- 11.20 Any such ad hoc tasks conferred upon the Youth and School Safety Co-ordinator and minuted must be conveyed to the members of Sector 4 within one week of such decision.