



## **Milnerton Central Neighbourhood Watch**

### **Milnerton Central Neighbourhood Watch Committee Portfolio Descriptions**

#### **Chairperson:**

- Develop overall strategy of the NHW
- Preside over meetings of Committee and representative of Committee
- Present reports on NHW activities
- Supervise all work of NHW in consultation with other Executive members
- Report regularly to the NHW Committee
- As far as possible sign all outgoing correspondence of Committee
- Ensure that funds are administered in accordance with policy and plans

#### **Membership**

- Responsible for the membership strategy
- Plan and run recruitment initiatives
- Respond to membership enquiries on WA and e-mail
- Ensuring membership documents are uploaded
- Acknowledge receipt of membership application
- Arrange fingerprint sessions for all new members and annual fingerprint sessions for existing members
- Liaising with SAPS regarding outcome of criminal records checks in case negative
- Create and have members sign membership cards and arrange SAPS signature for new and existing members
- Distribute membership cards
- Liaise with OPS regarding training
- Liaise with Treasurer regarding membership/renewal fees
- Handling all membership documents for DoCS accreditation and accreditation renewal

#### **Secretary**

- Manage all incoming mail. Answer / distribute accordingly
- On receipt of police clearance – inform membership / ops committee member
- Record minutes of meeting and distribute
- Accreditation & re-accreditation consolidate all required documentation and submit timeously



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#### **Communication portfolio**

The Communications portfolio needs to create and disseminate the below items via the listed channels. The guiding principles are to: create awareness of the existence of the NW; highlighting the importance of the NW; sharing noteworthy activities e.g. an HVP because it works well visually on social media and success on specific problems where it does not compromise especially ongoing work by SAPS, LE etc.

The communication portfolio also includes the maintenance of the website and keeping information on the website current. Special mention also needs to be made of the membership section, which needs to be kept functional and easy to use while also maintaining the forms.app integration for applicants' data.

#### **Communication items:**

- Patrols, VCP, HVP and the likes
- Successes the neighbourhood watch has in solving problems
- Awareness around safety and security related matters
- Awareness around acute issues (some hot spots as appropriate) and seasonal issues
- Highlighting our partners' roles (e.g. ARCs, SAPS, LE, Metro)

#### **Communication channels:**

- Telegram Members Group
- Facebook Page
- Various Neighbourhood Whatsapp and Telegram groups
- Website

#### **Maintenance and upgrades to website and forms:**

- Keeping information current
- Membership form
- Maintaining data capture via forms.app

#### **General tech items:**

- Generally comfortable handling digital files (converting, storing, sending)
  - E.g. converting word, pdf and jpegs between each other.
- Comfortable with web based platforms and finding your way around them



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#### Operations Manager

- Responsible for managing and implementing projects sanctioned by the Committee
- Training (content creation, facilitation, logistics) – together with Secretary and Membership
- Management of operational areas:
  - radios
  - operational apps
  - reporting (ops side)
  - equipment management
- Management of Patrolling:
  - promote patrolling
  - assist with patrolling questions
  - enforce patrolling protocol
  - organise and manage and assist VCP's, power patrols and HVP's with all stakeholders (SAPS, LE, Traffic, CPF and other NHW's)
  - new members to have background checks
- Operations relationship building
  - SAPS, Metro, LE, Traffic, Liquor
  - ARC's
  - NHW's
  - CPF
  - Community
- Attending meetings
  - monthly MCNW meetings
  - monthly CPF meetings
  - relevant ad hoc meetings
- Accreditation & re-accreditation
  - assist with operational requirements for accreditation and re-accreditation
  - ensure ops documents are in order
- Regularly provide the Committee with the progress and evaluation reports on Operations



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#### Treasurer

##### 1. Main Purpose of the Job:

The Treasurer plays a key role in managing all financial aspects of the organisation. The main responsibilities include proactively and independently managing income and expenses and advising committee on any regulation or statutory changes.

##### 2. Position within Organisation:

- Reports to: Chairperson
- Main Relationships: Liaises internally with the Chairperson and Membership. Liaises externally with CPF, DoCS and banking institutions.

##### 3. Position Duties and Responsibilities

- General financial oversight
- Ensure that appropriate financial systems and controls are in place and meet all statutory bodies (comply with NPO and DoCS requirements)
- Assist with the development and execution of projects for fundraising
- Present annual financial forecasts based on actual spend

##### 4. Financial reporting

- Present regular account information to committee
- Prepare accounts for audit and liaising with the auditor, as required
- Present accounts at the AGM
- Banking, book-keeping and record-keeping
- Manage bank accounts
- Set up appropriate systems for book-keeping, payments, lodgements & petty cash
- Ensure everyone handling money keeps proper records and documentation

##### 5. Develop and maintain an Asset Register