



HPNW/001/01/DUTY SHEET/2 NOV 15

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(Eden Bowles Club HP: HPNW Meeting-HQ)
 P/A Rooipeer Street No1,
 Heather Park
 6529
 3 November 2015

Mr/Mrs A.B. Cee
 Unit 15
 Golf Park 3
 Heather Park
 6529

Dear Mr/Mrs A.B. Cee,

APPOINTMENT TO THE HEATHER PARK NEIGHBOURHOOD WATCH EXECUTIVE COMMITTEE: DUTY SHEET OF CHAIRPERSON

Reference A: Constitution and Code of Conduct for the Heather Park Neighbourhood Watch (Sub Forum: Sector 4) George, Western Cape: July 2015

B: Concept of Operations for the Heather Park Neighbourhood Watch (Sub Forum: Sector 4) George, Western Cape: July 2015

C: House Rules for the Heather Park Neighbourhood Watch (Sub Forum: Sector 4) George, Western Cape: July 2015

INTRODUCTION: MANDATE FOR APPOINTMENT

1. The Heather Park Neighbourhood Watch Annual General Meeting held on 28 Oct 15 refers.
2. Congratulations on your election and instatement to the Heather Park Neighbourhood Watch Executive Committee (HPNW EC) to serve in the capacity of:

CHAIRPERSON

3. Notwithstanding your election, the arrangements that 1) you will first serve a probationary period of 3 (three) months before being instated in a permanent capacity (for a maximum of two years continuous service as of 3 Nov 15) and 2) that you will also be subjected to a screening process by SAPS for purposes of supporting your good standing in our Community, must be positively concluded in the prescribed timeframe.

4. One trusts at the onset that you will thoroughly enjoy your term of office as Chairperson of the HPNW EC, yourself having not only accepted your earlier nomination for office in the HPNW EC but also received the subsequent trust bestowed upon you by the HPNW Members.

DUTIES

5. With due reference to References A-C you will be responsible for the following duties:

- Preside over meetings and particularly, ensure that specified meeting principles and practices are abided by during such meetings ;
- Be a Principal Representative of the HPNW Structure;
- Compile (in conjunction with the HPNW EC) and present reports on the activities of the HPNW Structure to various meetings that may require such reports;
- Supervise all work of the HPNW Structure, in consultation with the other EC Members;
- Report regularly to the HPNW Structure on instances where the said Structure was represented;
- As far as possible sign all outgoing correspondence of the HPNW Structure or in his/her absence designate this function to another EC Member;
- Safeguard HPNW Structure assets under his/her direct use;
- Ensure strict confidentiality of information related to matters that requires such an approach;
- Form part of Project Committees/Task Teams;
- Assist with the development and execution of projects/research;
- Assist with the preparation and update of the HPNW Structure's Business Plan and other HPNW related reference documentation (ie NW Security Situational Assessment, COO, SWPs, Constitution and Code of Conduct, Activity List etc);
- Share gained knowledge and expertise towards the betterment of the HPNW Structure;
- Arrange for proper skills transfer-actions within the HPNW Structure;
- Avail the resources of the HPNW Structure to assist other Communities to establish a NW Structure, as endorsed by the George CPF;
- Perform all procedural and organizational duties which relates to his or her duties as Chairperson;
- Co-ordinate the annual (collective) assessment aimed at gauging the effectiveness of the HPNW Line- and Staff Function (separately and as an integrated outcome);
- In conjunction with the Treasurer ensure that the funds and Assets of the HPNW Structure are administered in accordance with the policy, plans and reason for the allocation; and (noting) that
- No Statutory Member of the HPNW Structure may serve as a Chairperson of this Structure except for the period that this Structure has been dissolved and in order to re-activate this Structure.

6. It shall ultimately remain your personal responsibility to develop, implement and continuously improve related activities, tasks, processes and checks and balances that will collectively enable you to carry out your mandate.

RESOURCES

7. You will have access to the collective resources available to the HPNW EC, George CPF and the George SAPS to enact your mandate, within the prescribed regulatory framework.

RESPONSIBILITY

8. In general you are responsible to the EC Collective for the proper execution of your duties, within the context of you serving the Heather Park Community as a committed volunteer.

9. You also have a specific OWN responsibility to always honor a tasking and deadlines, and to perform to the best of your ability, at all times and putting HPNW interests first.

10. You are responsible to ensure that you attain the desired level of competence (ie knowledge, skills and attributes) associated with the Office of HPNW EC CHAIRPERSON through formal and non-formal channels of competence achievement, as sanctioned by the HPNW EC.

11. You are mandated to only delegate (one) level down, but retain the responsibility for the outcome of any delegated task.

ACCOUNTABILITY

12. In principle you are accountable to Brigadier P.V. Mavakala (SAPS George) for the proper execution of your duties, and for the overall state of your own, -HPNW's EC and the HPNW's performance assessment. To this end you must consult with the SAPS Statutory member of the HPNW EC on related liaison and reporting.

13. You are however also accountable (to some extent) to the George CPF for the proper functioning of the HPNW Structure – any uncertainties in this regard must be cleared with either of the said authorities.

14. You shall take every effort to refrain from (or to eradicate) any form of corruption related to the HPNW Structure in general and you Office in particular.

15. You shall thus recuse yourself from any HPNW activity, where your involvement may either lead to (or create the impression that you) may be faced with a conflict of interest – situation that may end up being to the detriment of the HPNW.

16. You cannot delegate any level of accountability.

PERFORMANCE MANAGEMENT

17. You will deploy practices and procedures that will accurately measure your own HPNW-related performance assessment and that of the HPNW Structure itself.

18. Deviations from the level of agreed-to criteria/outcomes shall be addressed by means of rectification plans that you develop for this purpose, as sanctioned by the HPNW EC for implementation.

ACCESS TO HIGHER AUTHORITY

19. When faced with issues concerning your Office, you shall first consult with the EC Collective to resolve this matter – bear in mind that the SAPS Station Commander’s Representative is also the Statutory Member of the HPNW EC.

20. The next (higher) point/s of access to Higher Authority is that of the Office of either the Chairperson the George CPF or the –George SAPS Station Commander. Care must be taken to always follow the correct Command and Control channels when arranging said access.

CLOSURE

21. Once again, congratulations on your appointment as **CHAIRPERSON** of the HPNW EC.

Kind Regards

(P.V. MAVAKALA)
STATION COMMANDER SAPS GEORGE: BRIGADIER

DATE: ____/____/_____