



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 SECRETARY

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:

SECRETARY

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 Secretary 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:

- Act as the dedicated Administrative Aid to the HPNW Chairperson;
- Take Minutes of all meetings in accordance with the set format and standard (also ensuring that digital recordings are safely kept for 1 x year before deleting the recorded information);
- Receive and file all correspondence directed to the HPNW Structure and distribute this correspondence to the correct HPNW Official;
- Arrange all meetings/functions as may be decided upon by the EC including the provision of relevant notices and/or documents to Structure Members;
- Keep all official documents of the Structure other than financial records correctly filed and locked away;
- Safeguard HPNW Structure assets under his/her direct use;
- Ensure strict confidentiality of information related to matters that requires such an approach;
- Perform all other procedural and organizational duties which relates to his or her duties as Secretary;
- Form part of Project Committees/Task Teams;
- Assist with the development and execution of projects/research;
- Assist with the preparation and availability of Business Plans and other HPNW related reference documentation;
- Share gained knowledge and expertise towards the betterment of the HPNW Structure;
- Act as the Office Administrator of the NW that oversees all administration practices, use of office automation, filing, shredding, distributes documentation and information, controls the use of official letter heads, sends faxes, helps with procurement etc; and (noting that)
- A Statutory Member may not be appointed as a Secretary for the HPNW Structure, but may be appointed as an Assistant Secretary 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 (ie the HPNW EC representing all of HPNW's Members' interests) (via the EC Chairperson) for the proper execution of your duties,

within the context of you serving the Heather Park Community as a committed volunteer and for the overall state of your own Office performance assessment. As such you must accept and execute instructions from the EC Collective. To this end you must also consult with the HPNW Chairperson on related liaison and reporting.

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 SECRETARY 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.
12. 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.
13. 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.
14. You cannot delegate any level of responsibility.

PERFORMANCE MANAGEMENT

15. You will deploy practices and procedures that will accurately measure your own HPNW-related performance assessment, more particularly the Office of Secretary and in general that of the HPNW Structure itself.
16. 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

17. When faced with issues concerning your Office, you shall first consult with the EC Collective to resolve this matter – the EC Chairperson acts as your point of contact.
18. 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, when sanctioned by the HPNW EC. Care must be taken to always follow the correct Command and Control channels when arranging said access.

CLOSURE

19. Once again, congratulations on your appointment as **SECRETARY** of the HPNW EC.

Kind Regards

(L. STROEBEL)
CHAIRPERSON HEATHER PARK NEIGHBOURHOOD WATCH: MRS

DATE: ____/____/_____