



Plumstead Neighbourhood Watch

“Looking out for one another”

Duties	Responsible	EXCO / MANCO	Name
Overall management and control of the NW Chair meetings Management of radios Facebook administration Attend CVWA meetings	Chairperson	EXCO	AB
Act for Chairperson as and when required Attend CPF Meetings General administrative support Approve incidents submitted before sending to members Assist and support other Exco & Manco members	Vice – Chairperson	EXCO	SB
Coordinate sections Planning and implementation of operations Control operational activities Coordinate section leaders Attend SAPS Station Joint meetings Investigate PNW related complaints	Operations Manager	EXCO	JDV
Welcome mails Minutes of meetings General correspondence File PNW documents (e.g. constitution, training docs) Handle correspondence (e.g. donation thank you letters)	Secretary	EXCO	AL
Overall financial control Authorize, process (internet banking) and record payments Record all receipts Prepare a schedule of donations received Monthly reconciliation of bank account Report on financial status and transactions at Exco meetings Maintain asset register Maintain and update chart of accounts Prepare annual financial statements Sage Pay / Debit orders	Treasurer	EXCO	SV
Equipment management Equipment maintenance	Equipment Manager	MANCO	MVT
Membership administration Process membership applications (internet & hard copy) Keep database up to date with member details Maintain filing system - Membership/Indemnity forms and Patroller ID forms Making of ID badges	Membership Administrator	MANCO	LD
Manage PNW website Load news and events Update and load documents	Website Administrator	MANCO	ABY
Head up a team Dream Team Manco Promote PNW via print and social media Dream Team Manco Organize fund raising events Dream Team Manco Obtain sponsorship from businesses Dream Team Manco	Dream Team	MANCO	
Manage a section Identify section members to assist with the running of the section Attend at least one Saturday theory training session, on a rotational basis, per year. On the road training Section operations Assess equipment requirements for section. Recruitment of new members/patrollers WhatsApp Group administration Patrol bookings	Section Leaders	MANCO	
Member / patroller orientation Theory Training	Operations Manager	EXCO	JDV
Manage first aiders/medics First Aid Development Management completed patient report forms & refusal of treatment forms Manage all safety concerns Safety Training	Liaison Officer: Medical & Safety	MANCO	RM
Advise on all legal concerns	Liaison Officer: Legal	MANCO	GK

KEY:

AB	Avian Bell	Chairperson
SB	Sylvia Buchanan	Vice-Chairperson
JDV	Justin De Vos	Operations Manager
AL	Amanda Lancaster	Secretary
SV	Samantha Vorster	Treasurer
MVT	Marius Van Tonder	Equipment Manager
LD	Lucia Davadoss	Membership Admin
ABY	Asra Brey	Website Admin
RM	Raees Mohammed	Liaison: Medical
GK	Gary Klugman	Liaison: Legal

KEY: