

LIST OF DUTIES FOR EXCO AND MANCO

Duties	Responsible	Exco / Manco
Overall management and control of the NW	Chairperson	Exco
Chair meetings	Chairperson	Exco
Welcome mails	Chairperson	Exco
Attend CVWA meetings	Chairperson	Exco
Attend CPF Meetings	Chairperson	Exco
Duties	Responsible	Exco / Manco
Act for Chairperson as and when required	Vice-Chairperson	Exco
Provide support to chairperson	Vice-Chairperson	Exco
Assistant and support other Exco & Manco members	Vice-Chairperson	Exco
Duties	Responsible	Exco / Manco
Coordinate sections	Operations Manager	Exco
Management of radios	Operations Manager	Exco
Planning and implementation of operations	Operations Manager	Exco
Control operational activities	Operations Manager	Exco
Coordinate section leaders	Operations Manager	Exco
General administrative support	Operations Manager	Exco
Patrollers training	Operations Manager	Exco
Member orientation	Operations Manager	Exco
Attend SAPS Station Joint meetings	Operations Manager	Exco
Duties	Responsible	Exco / Manco
Handle correspondence (e.g. donation thank you letters)	Secretary	Exco
Minutes of meetings	Secretary	Exco
General correspondence	Secretary	Exco
File PNW documents (e.g. constitution, training docs)	Secretary	Exco
Duties	Responsible	Exco / Manco
Overall financial control	Treasurer	Exco
Authorise, process (internet banking) and record payments	Treasurer	Exco
Record all receipts	Treasurer	Exco
Prepare a schedule of donations received	Treasurer	Exco
Monthly reconciliation of bank account	Treasurer	Exco
Report on financial status and transactions at Exco meetings	Treasurer	Exco
Maintain asset register	Treasurer	Exco
Maintain and update chart of accounts	Treasurer	Exco
Prepare annual financial statements	Treasurer	Exco
Duties	Responsible	Exco / Manco
Provide support and assistance to the Ops manager	Assistant Operations Manager	Manco
Equipment management	Assistant Operations Manager	Manco
Equipment maintenance	Assistant Operations Manager	Manco
Duties	Responsible	Exco / Manco
Membership administration	Membership Administrator	Manco
Process membership applications (internet & hard copy)	Membership Administrator	Manco
Keep database up to date with member details	Membership Administrator	Manco
Maintain filing system - Membership/Indemnity forms and Patroller ID forms	Membership Administrator	Manco
Making of ID badges	Membership Administrator	Manco
Duties	Responsible	Exco / Manco
Manage PNW website	Website Administrator	Manco
Load news and events	Website Administrator	Manco
Approve incidents submitted before sending to members	Website Administrator	Manco
Update and load documents	Website Administrator	Manco
Facebook administration	Website Administrator	Manco
Duties	Responsible	Exco / Manco
Head up a team	Public Relation/Fund Raising Co-ordinator	Manco
Promote PNW via print and social media	Public Relation/Fund Raising Co-ordinator	Manco
Organise fund raising events	Public Relation/Fund Raising Co-ordinator	Manco
Obtain sponsorship from businesses	Public Relation/Fund Raising Co-ordinator	Manco
Duties	Responsible	Exco / Manco
Manage a section	Section Leader	Manco
Identify section members to assist with the running of the section	Section leader	Manco
On the road training	Section leader	Manco
Section operations	Section leader	Manco
Assess equipment requirements for section, keep stock of equipment	Section leader	Manco
Recruitment of new members/patrollers	Section Leader	Manco
Patrol bookings	Section leader/patroller	Manco
WhatsApp Group administration	Section Leader	Manco