



NOMINATION AND ACCEPTANCE FORM

1. NOMINATION FORM FOR PERSON TO SERVE ON THE MANAGEMENT COMMITTEE OF SECTOR 4

1.1 Name of Member Doing the Nomination (Nominator):

I, full names, and surname	
with RSA identity number	
and residential address at	

Hereby nominate as a candidate

1.2 Member being Nominated (Nominee):

Full names and surname	
with RSA identity number	
and residential address at	

For the position on the Management Committee of Sector 4 of (Please mark with an "X"):

1.3 Position for which Nomination is being Made:

1	Chairperson	
2	Deputy Chairperson	
3	Treasurer	
4	Secretary	
5	Deputy-Secretary	
6	Crime Prevention Officer	
7	Public Relations Officer	
8	Administration Officer	
9	Control 4 Coordinator	
10	Training and Standards Coordinator	

(Note - where a person is nominated for more than one position, a separate form must be used for each position)

NOMINATOR SIGNATURE AND DATE

2. ACCEPTANCE OF NOMINATION

2.1 I, the abovementioned nominee in Par 1.2, hereby accept my nomination to the above-mentioned position, declare that:

2.1.1 I am a bona fide resident within the area of Sector 4 as defined in its Constitution.

2.1.2 I have not been convicted of an offence, as listed in the Criminal Procedure Act, 51 of 1977, in the past ten years, for which I have been sentenced to imprisonment for one year or longer without the option of a fine.

2.1.3 I am registered on the community in Blue System and have successfully undergone the applicable SAPS vetting process.

2.1.4 I am not an elected political office holder.

2.2 I understand that should any of the above information provided be false, I will be disqualified from becoming or remaining a Management Committee Member of Sector 4 and I will be removed immediately from my elected position.

2.3 By signing the nomination and acceptance form, the nominee declares that he/she has read the duties and functions of the position being nominated for and has the ability and capacity to perform the responsibilities. Failing to perform the required responsibilities to the satisfaction and consensus of the majority of the members of the Management Committee of Sector 4, the incumbent will, on request, vacate the position.

NOMINEE SIGNATURE AND DATE

3. CHAIRPERSON OF SECTOR 4

I, _____ Chairperson of Sector 4, confirm that the abovementioned nominee is a registered member of Sector 4 and is a *bona fide* resident within the area of Sector 4.

CHAIRPERSON SIGNATURE AND DATE



JOB DESCRIPTIONS OF THE MEMBERS OF THE MANAGEMENT COMMITTEE SECTOR 4

1 THE CHAIRPERSON

The Chairperson shall:

- 1.1 Preside over meetings of Sector 4.
- 1.2 Ensure the execution of all decisions of Sector 4.
- 1.3 Represent Sector 4 on the Forum Exco Meetings and all other Sector 4-related meetings as and when it is necessary.
- 1.4 Shall be Sector 4's representative at all levels below the Forum level regarding Community Policing matters.
- 1.5 Report on the functioning of Sector 4 to the Forum as and when required.
- 1.6 Report back to the Forum Exco on matters relevant to Sector 4 discussed at levels below the Forum level.
- 1.7 Liaise with the Sinoville SAPS, Metro Police, and other community-based organisations as and when required and report back to the Exco on such liaisons.
- 1.8 Shall report on the state of Sector 4 at the monthly Forum Exco meetings.
- 1.9 Shall submit such reports reflective of the activities or the work of Sector 4 at the Annual General Meeting.
- 1.10 Shall supervise all work of Sector 4 in conformity with the Constitution and rules of procedures agreed upon by Sector 4.
- 1.11 May, if circumstances so dictate, approach the SAPS/TMPD or Government institutions at any level, for intervention, assistance, or advice, in the general interest of the community.
- 1.12 May, from time to time, and as circumstances dictate, delegate any of his/her duties, functions, and responsibilities to the Deputy-Chairperson and/or any Sector 4 Management Committee member, with the understanding that such delegation does not include his/her accountability.
- 1.13 May assign any ad hoc task to any Sector 4 Management Committee member as determined by the Chairperson in writing and minuted accordingly.

2 THE DEPUTY-CHAIRPERSON

The Deputy-Chairperson shall:

- 2.1 In the absence of the Chairperson for whatever reason, or when so requested by the Chairperson, assume the same role, duties, and function as the Chairperson.

2.2 The Deputy-Chairperson shall have overall responsibility for and oversight of:

2.2.1 Radio communications and related matters.

2.2.2 Disciplinary matters.

2.2.3 Finances.

2.2.4 The assets of Sector 4.

2.3 The Deputy-Chairperson may delegate his or her responsibility in respect of disciplinary matters to any other Sector 4 Management Committee member in the event of a conflict of interest or when he or she deems it necessary to do so.

3 THE SECRETARY

The Secretary shall:

3.1 Take and compile Minutes of all meetings of Sector 4 by the requirements of this Constitution and keep a record thereof, including Resolutions passed and previous Minutes.

3.2 Arrange all meetings according to the requisite procedures.

3.3 Perform administrative functions associated with the Office of the Secretary.

3.4 Collect, receive, and dispatch correspondence on behalf of Sector 4.

3.5 Further, the interests of Sector 4 as directed by the Management Committee.

3.6 Manage and keep hard copies of all Sectors 4-member application forms in a secure location and on the Nextcloud Drive.

3.7 Ensure the safekeeping of Minutes, Agendas, Meeting invites of all meetings, originals of all letters received, copies of all letters dispatched and correspondence as well as on the Nextcloud Drive.

3.8 Any other such ad hoc tasks as determined by the Management Committee from time to time in writing and minuted accordingly.

3.9 Any such ad hoc tasks conferred upon the Secretary and minuted must be conveyed to the members of Sector 4 within one week of such decision.

4 THE DEPUTY-SECRETARY

The Deputy Secretary is responsible for:

4.1 Acts as assistant to the Secretary.

4.2 In the absence of the Secretary for whatever reason, or when so requested by the Secretary, the Deputy-Secretary shall have the same duties and functions of the Secretary as set out above.

4.3 The upkeep of the Sector 4 Crime Statistics (Database).

5 THE TREASURER

The Treasurer will be responsible for:

5.1 The finances of Sector 4 must ensure strict compliance with Generally Accepted Accounting Practice.

5.2 Must, together with the Chairperson or Deputy Chairperson, operate a banking account on behalf of Sector 4.

5.3 Must keep accurate and up-to-date books of account and other records necessary to reflect the financial position of Sector 4.

5.4 Shall submit to the Management Committee at each of its regular monthly meetings a monthly income and expenditure statement.

5.5 Must table a financial report at every general meeting of Sector 4, setting out the finances of Sector 4.

5.6 Must table a budget at every Annual General meeting.

5.7 Shall, in each financial year, cause the accounting records of the Forum to be audited by an auditor registered with the Independent Regulatory Board for Auditors (IRBA) and by the Generally Accepted Accounting Principles.

5.8 Compile and maintain an asset register of all assets of Sector 4.

5.9 Must ensure that all assets of Sector 4 are adequately insured.

5.10 Shall be responsible for and deal with all documents about the functions of that office, such as deposit slips, receipts, invoices, orders to suppliers, accounts and so forth.

6 THE CRIME PREVENTION OFFICER

The Crime Prevention Officer must:

6.1 Liaise with the Forum's Crime Prevention Officer and the Sector 4 Manager of the Sinoville SAPS on a regular basis.

6.2 Monitor the Sinoville SAPS Crime Prevention initiatives and report any aspect which is lacking to the Sector 4 Management Committee, the Forum's Crime Prevention Officer and/or the Sinoville SAPS Sector 4 Manager.

6.3 Attend joint meetings between the Sinoville SAPS Sector 4 Manager and Sector 4 and all other role players, specifically relating to Crime Prevention.

6.4 Gather and consolidate crime intelligence from Sector 4 and present the information to the Management Committee meetings, the Forum's Crime Prevention Officer, and/or the Sinoville SAPS Sector 4 Manager.

- 6.5 Present a Crime Prevention Overview at the Annual General Meeting.
- 6.6 Present a Crime Prevention Overview at the Monthly Management Committee meeting.
- 6.7 Report all emergency Crime prevention-related matters to the Chairperson of Sector 4.
- 6.8 Have oversight into the running of the Sector's patrol activities. This includes oversight of the patrollers and the patroller training.
- 6.9 Manage and run the Sector's response team activities. This includes oversight of the response teams, the response team training, and the response team schedule.
- 6.10 Appoint permanent or temporary task teams to assist the Crime Prevention Officer with crime prevention in Sector 4.

7 THE PUBLIC RELATIONS OFFICER

The Public Relations Officer shall:

- 7.1 Promote the image of Sector 4 to the community.
- 7.2 Promote the business and activities of Sector 4.
- 7.3 Develop promotional materials when needed.
- 7.4 Organise public events.
- 7.5 Reply to general enquiries of the Sector 4 community.
- 7.6 Seek and negotiate sponsorships.
- 7.7 Assist when required with branding and advertising.
- 7.8 Conduct market research when needed.
- 7.9 Manage all aspects relating to prospective new members, including recruitment.

8 THE ADMINISTRATIVE OFFICER

The Administrative Officer is responsible for:

- 8.1 Capturing all new application data on the system.
- 8.2 Maintaining the admin mailbox.
- 8.3 Maintaining the database with new and existing members' details.
- 8.4 Maintaining the Sector 4 website with news, reports or other content as approved by the Management Committee.

- 8.5 Assist the PRO in handling queries on the admin phone.
- 8.6 Update all relevant admin documents where necessary.
- 8.7 Send communication out in bulk (SMS, WA, any other SCPF platform's messages and E Mail) on events.

9 THE CONTROL 4 CO-ORDINATOR

The Control 4 Co-ordinator is responsible for:

- 9.1 The recruitment and training of Control 4 operators.
- 9.2 Setting up the joint Control duty roster.
- 9.3 Communication to Control 4 Operators, ensuring they have procedural guidelines and telephone numbers of SAPS, Emergency Services, Response Team Members and Crisis Councillor.
- 9.4 Discipline of Control 4 Operators, as well as patrollers, in conjunction with the Deputy Chairperson.

10 TRAINING AND STANDARDS COORDINATOR

The Training and Standards Co-ordinator is responsible for:

- 10.1 Develop a training strategy, in conjunction with the Exco Training Co-ordinator.
- 10.2 Conduct a training needs analysis to determine training needs for radio users, patrollers, and control coordinators, in conjunction with the Sector 4 Management Committee and the Exco Training Co-ordinator.
- 10.3 In conjunction with the Exco Training Coordinator, develop training material for the training of radio users, patrollers and control coordinators.
- 10.4 Develop and communicate a monthly training schedule and communicate the same to the Exco Training Coordinator.
- 10.5 Coordinate Sector 4's attendance at joint training sessions of the SCPF as required from time to time.
- 10.6 Identify suitable trainers within Sector 4 and ensure that they are trained and certified to assist with the delivery of training.
- 10.7 Keep a database of all certified trainers.
- 10.8 Keep training attendance registers and a record of all training conducted.
- 10.9 Attend all SCPF meetings with all sectors' training coordinators, where training matters will be discussed.
- 10.10 Ensure that training equipment is taken care of and kept in good serviceable condition.

- 10.11 Regularly review training requirements with all stakeholders, update where necessary and communicate such to the Exco Training Coordinator.
- 10.12 Report on the state of training at the monthly Sector 4 Management meetings and at the Annual General Meeting.
- 10.13 The Training Coordinator must, about radio programming:
 - 10.13.1 Coordinate the programming of Sector 4 radios.
 - 10.13.2 Obtain the required software and cabling from the SCPF radio service provider and ensure the safekeeping thereof.
 - 10.13.3 Identify suitable radio programmers within Sector 4 and ensure that they are trained and certified to assist with the programming of radios.
 - 10.13.4 Keep a database of all certified radio programmers.