

Role Descriptions for the Fish Hoek Valley Ratepayers and Residents Association (FHVRRRA) Executive Committee (Exco) portfolios and sub-committees as approved on 16 June 2022

### **Executive Committee (Exco) Meetings**

The Exco: Chair should set the agenda with consulting other Exco members under Items for Discussion, where appropriate. Alternatively, new items can be discussed, time permitting, at the end of the meeting under the General title. Using the agenda as a guide, the Exco: Chair should set the pace, but allow each member to report their portfolio / sub-committee's progress, for them to request assistance and identify new topics. The Exco: Chair may need to limit the conversations to a single speaker at a time, encourage less communicative Exco members to speak, summarise the points raised, reach consensus or failing that, obtain a majority vote on issues; ensure the Standard Operating Procedure (SOP) is followed. At the end of the calendar year, book a suitable venue's meeting room for next year's meetings. Set out the furniture prior to the meeting when meeting in the Library Committee Room.

Heads of portfolios should circulate their respective reports to all Exco members prior to Exco meetings.

### **General Meetings (GM)**

Invite the guest speakers that **Exco** has identified. Find gift voucher sponsors and / or buy the gifts for the guest speaker for physical meetings.

Ensure newsletter (with guest speaker's biography, précis and talk title) and previous general meeting's (full or abridged) minutes are electronically distributed to all current members at the end of the month before the next GM. Ensure posters are sent to the printers and distributed to shops for displaying by the beginning of the month of the GM. Notify local news carriers of upcoming general meetings a month prior.

Erect FHVRRRA banner 10 days before GM on poles at front of FH Civic Centre. Remove and store the FHVRRRA banner by the day after the GM.

Inform a week before GM and confirm Girl Guides are available to serve (outsourced on 16 March 2019, therefore are paid for provision of Ceylon and Rooibos tea, coffee, milk, sugar and biscuits / cookies). They also provide the soap, hand towels and wash the dishes after the GM.

Remind the University of the Third Age (U3A) of upcoming GM a week before, for the use of their projector and public address (PA) system. For the GM, set-up projector screen: move screen to front, centre of stage so that it faces the audience; bar should already be tied to light end of screen rod; set four chairs (two chairs per side facing centre); insert base of "T" poles with top of "T" perpendicular to the floor; lift screen to set on top of "T"; raise top of "T" onto chairs. Set the PA speakers on their stands. U3A will attend to the cabling.

Inform parking guard 24 hours prior to GM and pay at end of the meeting.

Set-up tables and chairs for guest speakers and reception - typically, one shorter table on the right as one enters with two short tables end-to-end at right angle to the left; leave a gap and then set-up one long table for the Girl Guides to set-up for tea, etc. Also, place a square table near between the

lectern and first audience chair on the left. Before the meeting, spread and afterwards, retrieve cloths (five large tablecloths and two sheets) onto tables. Spread and retrieve afterwards (green) plastic covers over the tables used for serving coffee / tea. Clear tables, chairs and PA speakers after the meeting.

Distribute and retrieve Exco badges at GMs and hand print the evening's tea lady's label.

Set-up chairs for members and general public (appropriate number of chairs, usually between 200 and 250, are arranged in concentric half circles)

Unlock front door the evening of the GM and turn-on the lights. Lock front door and turn-off the lights after the meeting (with security). Note that the Girl Guides may still be washing dishes.

Greet the guest speaker(s) and Councillor(s) upon their arrival and introduce them during the meeting, as appropriate. Control roving microphone to those requesting to speak (to those with membership cards first) to allow questions from the floor.

At the end of the calendar year, book the community hall for next year's three general meetings, inclusive of the Annual General Meeting, or arrange for hosting Zoom meetings on a professional account.

### **Communications**

Circulate to members relevant City Media Releases, invitations to open public functions and whatever other members of the Exco would like to have forwarded.

### **Newsletter**

Gather community information which can be assembled together in a newsletter for our members. This information can include anything which could have any sort of impact on our community as a whole, including proposed changes in legislation. Each Exco member must send succinct, current information to the coordinator pertaining to their area of expertise within the FHVRR. Find newsletter sponsors.

### **Face Book**

Same as newsletter, but will add daily, topical information, which does not need to wait and go into the newsletter. The content can be more general in nature, more broadly based and shorter in length.

### **Website**

Design, upload and update the various web pages and provide debit order facilities for hosting, etc. Actively manage the space consumed by the associated email accounts.

### **Correspondence**

Forward emails received requesting membership to appropriate Head: Membership.

The Exco: Chair should reply to any correspondence sent in connection with Civic matters which requires a reply and forward those which could be better dealt with by other Exco members to them.

The Exco: Chair should write all letters on behalf of the FHVRRA, ex. comments on building departures and land re-zonings, community issues or may delegate authority to sign said objections as the Exco: Chair is the only signing authority for all documents, except Finance where the Chair is a co-signatory.

### **FHVRRA Membership**

This entails:

- Crediting all payments to the relevant members (cash receipts Subs year);
- Keeping the database of members updated;
- Print attendance and apologies register for all GMs;
- Set-up notices on tables at GMs;
- Take spare projector key to GMs; and
- Take two clip boards will be in used at each general meeting for Attendance Registers.

### **Collecting**

Receipt Books.

1. A.P. Jones –Downstairs pay-point (Abby)
2. FHVRRA's receipt book

The monies should always be collected between the 25th and the end of the month. So, it is best to pre-warn the person responsible for collection on which date the following month we will come to collect it.

The procedure is that one visits the pay-point, accepts and receipts their money in the receipt book which FHVRRA keeps (2); one staples that receipt into the (1) receipt book on the page opposite the last receipt for which we have that day accepted money from the collector.

When entering the receipts for that month for each collection point, one totals the monies received in “their” receipt book and writes the total at the foot of the last receipt collected and initials it with the detail of the numbers of the receipts included and the date of our receipt of that money. If you look back at the Receipt books, you will see how that was done.

Monies received are to be entered in FHVRRA’s Annual record of receipts. Separate sheets are kept for income from pay-points or from GM’s.

One copies and pastes onto a new sheet, re-labels the tab at the foot of the sheet, deletes what one need in the way of heading without entries carried over - and the fresh sheet is ready for new entries.

In the receipts record, it is best to keep to put surnames first with their title and initials following which better suits a composite sheet of the year’s records and recording their names to enable finding who had paid and when, much more easily than leafing through all the year’s receipts individually searching for the name.

## **Posting**

Sort the database first by whether they had E-mail or not and the year to which they had paid.

Write the letters applicable with mention in the body, of the year to which they had paid adding suitable gentle admonishing (2018 or 2017) or praising (2019 upward) remarks and attached the newsletter and Minutes of previous meeting...

For instance: All those with E-mail, paid up only to the end of 2018 will be pasted into the Bcc section of that E-mail.. Likewise for those paid to 2019.... In a differently worded mail. and those paid to 2020 would receive an individual letter expressing our appreciation of their ongoing valued and much appreciated support...

For those requiring post :

- 1.The mail merge to invisible labels should include at the foot of each label the words "Subscription paid to:" (automatically insert year there)
2. Pre-franked envelopes can be purchased (or stamps when available and envelopes for the mailing) Stick on the labels.
- 3.The Library is listed as one which receives mail, but this can be hand-delivered it to save the postage.

If you are worried about the label which has been stuck on, coming adrift, it can be covered putting a broad transparent sticky tape on the label to ensure that it doesn't part company.

## **Treasury**

Keeping a record of all FHVRRA Cash Receipt books.

Collecting and receipting payments made at Pay Points and at petty cash boxes at all general meetings;

Any cash at GM's to be recorded on laptop. Receipts sent by email later

The Treasurer shall be responsible for all monies received by him / her and place same to the credit of the Association's account within seven (7) days of receipt.

The Treasurer must provide accounting records to FHVRRA's accounting officer for the annual review. The accounting records must include standard book keeping of income and expenditure, including cash receipts.

Pays the car guard for watching over the cars and Girls Guide for providing the tea at general meetings.

## **Secretary**

Distribute agenda for Exco and General meetings;

Record meetings if necessary:

Append written reports received to the minutes, but just place the minimum salient points from verbal reports within the minutes;

Record only decisions taken and actions required in the minutes excluding discussions and debates.

Record and distribute draft minutes of Exco and General Meeting minutes to Exco members for comment in Word format;

Distribute final minutes to Exco members and Councillors in PDF format; and

Keep a record of all minutes and agendas.

### **Pollution Monitoring**

Overseeing water and urban run-off quality including sewerage problems, dune erosion and any other civic matters (collapsing lamp posts).

### **Beach**

To be the representative on behalf of the FHVRPA and liaison person between the FHVRPA, the City of Cape Town and the community for the following:-

1. Improve the general standards of the beach and surrounding precinct;
2. Improve communication between the community and the City;
3. Assist the City wherever possible in the maintenance and upkeep of the beach;
4. Hygiene;
5. Safety and security on the beach;
6. Lease Tenders – aim to ensure fairness and fair procedures are followed; and
7. Develop communication with the community via the “Friends of Fish Hoek beach” via Facebook.

### **Central Improvement District (CID) / Business Improvement District (BID) / Special Rates Area**

Liaison of information and important matters between the Fish Hoek BID and the FHVRRA.

### **Far South Peninsula Community Forum (FSPCF)**

Discuss collective interests and coordinate community activities with other organisations in the far south peninsula area including the representative councillors.

### **Ward Committees**

Attend ward and sub-council meetings and report items to Exco. FHVRRA recommends one of our Exco members, but final selection onto the Ward Committee is up to the Ward Councillor.

### **Roads**

Monitoring and gathering information of road developments in the Fish Hoek Valley area. Attending meetings, communicating with the relevant contractors, bringing the information by means of electronic transmission or verbally to the attention of the FHVRRA. Represent the Exco as required at these meetings and communicate as exploratory questions and or opinions are required with the

assistance of the Exco team to ensure that a more effective, efficient, informed, secure and safe environment is created for the area concerned.

### **Area Representation**

Represent Fish Hoek, Sun Valley, Clovelly, Silverglade, Peers Village, Evergreen Noordhoek, Sunnycove, Chapman's Bay Estate, Stonehaven, Glencairn Heights, etc. on any issues which are required to be actioned or discussed by the Exco. e.g. With the assistance of the community affected, bring to the Exco for discussions. Transmit information to the community of the rectification approach and or mitigation measures the FHVRRA would be attempting.

### **Safety**

Attend Fish Hoek Community Police Forum (SA Police Fora and Neighbourhood Watch) meetings and report to Exco what is not censored.

### **Historical**

On a monthly basis, to keep the Exco abreast of global, regional and local trends and developments in both the heritage and tourism sector, including Fish Hoek Valley Museum events and state of Fish Hoek Museum's assets and trustees. Summarise the above for inclusion in the monthly newsletter.

### **Building Departures and Land Re-zonings / Land Use Management**

If a City identified affected neighbour requests FHVRRA support for their objection to their neighbour's departures, land rezoning or land use management issues, FHVRRA will try to support them in a manner decided by Exco subject to it being in the best interests of the greater community.

### **General**

To be co-opted onto any working group, think-tank or sub-committee where needed.