

Running a Community Police Forum

(KwaZulu-Natal Provincial Community Police Board Toolkit)

This chapter will help to:

- know the duties of the Executive Committee
- know the rights and duties of Forum members
- say what the different types of meeting are
- use correct procedures at meeting

1. Introduction

A Community Police Forum is an organisation. Like any other organisation, a Forum needs a certain amount of work. For example, someone must organise the meeting and make sure all the Forum members know about it.

The success of the Forum will depend on the people who organise its activities. These people are the Executive Committee of the Forum. The Executive Committee must do the most work in the Forum. But they can ask other people to help them.

Meetings are an important part of the life of the Forum. The Executive Committee and other Forum members must know how to run successful meetings.

In this chapter, we will look at the duties of the Executive Committee. We will also look at meeting skills and procedures.

2. The Duties of the Executive Committee

The Executive Committee is responsible for the day-to-day running of the Community Police Forum. They must promote community policing in the police stations area. They must also make sure the Forum implements community-policing projects.

Once a year, or every second year (depending on your constitution), the members of the Forum elect the Executive Committee. The Executive Committee should at least have a:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer

We call them office-bearers. Their role is important, so choose people with skills to do the job.

The Station Commissioner is always automatically a member of the Executive Committee. That is because the Station Commissioner is the head of the police station. We say he or she is an ex-officio member of the committee.

If the Forum wants a bigger Executive Committee, they can elect more members to help the office-bearers. They can also appoint additional Forum members from time to time. The Executive Committee will represent the whole Forum. So the Forum must elect individuals who care about the safety of the community. They must also be reliable and the community must respect them.

The Executive Committee will have to work together as a team, so the Forum must elect people who are good team members.

Common problems and issues found in teams

Keeping all the members on board

Maintaining a clear focus and a commitment to the goal

Dealing with inter personnel needs

Attending to material requirements

Time management and planning

Communication

Conflict

Self-orientated behaviour

Unrealistic work expectations

Acceptance and respect among team members

What the most effective teams have is

- **A common purpose or goal**
- **A means of organisation which enables the team to achieve this common purpose or goal**
- **Common recognition of group boundaries – who belongs and who doesn't**
- **The absence of cliques and sub-groups**
- **The ability to resolve conflict**

Friendly ways to overcome problems in teams

- Create a trusting climate through communicating objectives, progress and potential problem area
- Learn to express your feelings and thoughts as they relate to the activities of the team
- Openness and honesty is crucial in all your communication with team members individually, as well as
- With the team as a unit
- Be willing to express your fears, your hopes and your reservations, as well as your expectation concerning the group
- Get involved in helping to form group norms

- The Forum constitution says the Executive Committee has the powers and duties to:
- Set up Sub-Forums for specific parts of the police station area
- Ask members of the Forum to serve on sub-committees
- Control the members and administration of the Forum
- Investigate and decide on complaints about Forum activities
- Initiate disciplinary proceedings should the need arise

See Sections 7 & 13 of the Sample Community Police Forum Constitution in Appendix IX of this Toolkit

A lesson for team success

There is an ancient tale of two men talking, one from Heaven and one from Hell. The man from Hell lamented:

“It is indeed a wretched place; we are hungry all the time.”

“You man that there is no food?” the man from Heaven replied.

“Oh there’s food. We sit at the banqueting tables with most sumptuous food your eyes could behold spread out before us. But we are made to eat with knives and forks a metre long. No matter how hard we try’ it’s impossible to put the food in our mouths.”

“In Heaven,” the other man replied, “we too sit at banqueting tables, and we too are made to eat with knives and forks. But ours are two meters long.”

“It cannot be,” replied the first man in disbelief. “If we cannot feed ourselves with knives and forks a meter long, how in Heaven’s name do you feed yourselves with knives and forks that are twice a long?”

“Ah, but that’s the point, my friend, “the man from Heaven replied. “We don’t feed ourselves – we feed others,”

The Station Commissioner, Chairperson, Deputy Chairperson, Secretary and Treasurer of the Executive Committee also have other duties. Let us now look at these duties.

2.1 The Station Commissioner

The Station Commissioner is the head of the police station. He or she always represents the police on the Executive Committee

The Station Commissioner is also responsible for the property and equipment of the police station. Members of the Forum can use some of the resources of the police station for official work for the Forum. For example, they can send an official fax. But they must first receive written permission for the Station Commissioner.

There are things for which the Station Commissioner cannot give permission for. For example, member of the Forum may not drive police vehicles.

To find out what resources Forum members may use and under what conditions, see Sections 6.5 6.6 & II of the Interim Regulations for Community Police Forum and Boards.

Other duties of the Station Commissioner are to:

- Appoint between one and five members of the SAPS to the Forum and tell police members about the Forum decisions
- Invite the Chairperson of the Executive Committee to sit in on police management meetings
- Ask a specialised unit to talk about its work at the Forum meetings
- Ask a specialised unit to write a report for the forum about its work in the police station area

See Section 4.3 and 6.5 of the Sample Community Police Forum Constitution in Appendix IX of this Toolkit. See also Section 9 and 10 of the SAPS Interim Regulations for Community Police Forums in Appendix VI of the Toolkit.

2.2 The Chairperson

The Chairperson must be a member of the community – not a member of the police.

A Chairperson should have good leadership and people skills. A good Chairperson:

- motivates people
- thinks clearly
- gives direction
- has a sense of humour
- has a friendly personality
- controls difficult people

The duties of the Chairperson are to:

- chair meeting of the Forum
- give reports of the work of the Forum at Council Meetings
- ensure that the work of the Forum conforms to the Forum constitution and to any other rules or procedure of the forum
- sit in on police management meetings when invited by the Station Commissioner
- serve as a member of the Area Board, except if the area is divided into sub-areas/ sectors (in case of sub-areas/sectors, the sub/area will select representatives to the Area Board)
- report regularly to the Area Board
- report in exceptional circumstances to the Provincial Board

Appendix IX of this Toolkit

2.3 The Deputy Chairperson

The Deputy Chairperson must be a member of the community – not a member of the police.

If the Chairperson is absent, then Deputy Chairperson must chair the meetings of the Forum and the Executive Committee. Of both of them are absent, the members must select someone else to chair the meeting.

See also Section 23.4 of the SAPS Act No 68 of 1995 in Appendix of the Toolkit

The secrets of the great leader revealed

Give loyalty to those that serve with you and don't demand it from them first

Share the credit with others, but also share their blame.

Always keep the larger picture in mind. Ask yourself, "What are we really trying to accomplish"

Concentrate on what you are doing, not as yourself as the doer.

Never ask of others what you would not be willing to do yourself.

Work with things as they are, not as you wish they were, nor as you think that they should be, for the "impossible dream" can be attained only in impossible stages.

Work with the ability of others as they are and not as you wish they were or think that they should be. Look for solutions, not problems.

Share with others your goals and ideals. Keep them as your friends, and you will have their support.

Make the team more important than the product, because a good team will develop many great products.

Invite co-operation from others, don't demand their obedience.

Inspire your team with faith in their own potential.

Adapted from J, Donald Walters: Secrets of Leadership

2.4 The Secretary

The Secretary should preferably be a member of the police. The Secretary must be respected, since he or she has a key role in the Forum. He or she also has to work closely with the Chairperson and they need to enjoy a good relationship.

Like the Chairperson, the Secretary needs good people skills. He or she should be:

- a good organiser
- hard-working
- Systematic and orderly
- calm and friendly

The duties of the Secretary are:

- arrange all meetings with the Chairperson
- take minutes at meeting
- receive and send correspondence to and from the Forum
- keep all official documents of the Forum except financial records
- promote the interests of the Forum as instructed by the Executive Committee

In Appendix IX of this Toolkit

The Secretary writes and/or files the following documents

- the membership database
- agendas
- attendance registers
- minutes
- reports
- correspondence

2.5 The Treasurer

The treasurer can be a member of the community or the police. He or she will handle the money of the Forum.

The Treasurer should:

- be reliable with money
- be systematic and good with detail
- know (or be willing to learn) bookkeeping basics

The duties of the Treasurer are to:

- handle the finances of the Forum
- operate a bank account on behalf of the Forum together with two appointed members of the Forum
- keep books of accounts and other records that show the financial position of the Forum
- give a financial report at each Council Meeting

Present an annual financial report, audited financial statements and a budget at the AGM head the Financial and Project Committee who must:

- Work out and execute plans for fund-raising
- Plan and co-ordinate all projects of the Forum
- Prepare annual and other budgets

See Sections 12 and 17 of the Sample Community Police Forum Constitution in Appendix IX of this Toolkit. See also Section 12 of the SAPS interim Regulations for Community Police Forums and Boards in Appendix VI, which deals with the Financial Process and Systems.

The Treasurer is responsible for the following:

- budgets
- financial reports
- income and expenditure statements
- daily ledgers
- balance sheets
- receipts
- bank deposit slips
- bank statements

3. The rights and duties of Forum members

Voting at Forum meetings must follow the procedures that you have agreed upon in the Forum constitution.

Every member of the Forum has the right to:

- participate in all Forum activities
- look at records, books and minutes of all meetings
- vote at meetings
- be elected to any position in the Forum

Every member of the Forum has the duty to:

- work for the aims of the Forum
- encourage the community and the police to participate in the Forum
- say what the policies and needs of the policing should be
- avoid talking about party politics when the issue is safety and security
- avoid making racist, sexist or other abusive remarks
- act politely towards other Forum members and the police
- be accountable to their community
- be transparent and accountable with money
- come to meetings on time
- follow correct meeting procedures

See Section 4-6 of the Sample Community Forum Constitution in Appendix IX of this Toolkit

4. A Code of Conduct

Every Forum should have a Code of Conduct. A Code of Conduct tells Forum members what kind of behaviour is acceptable and what is not. It regulates how Forum members interact with each other and how they carry out Forum activities.

The Executive Committee must ensure that the Forum draws up a Code of Conduct for its members. The Code of Conduct can form part of the Forum constitution. There must also be disciplinary proceedings in place to deal justly with a member who is alleged to have violated the Code of Conduct.

Code of Conduct

1. Members will at all times act in a manner that will uphold and promote the objectives and principles of the Forum as established in the Forum's constitution.
2. No member may exploit their membership of the Forum to their personnel advantage.
3. Members shall serve the Forum in an unbiased and objective manner.
4. No members shall display racism, not sexual or religious discrimination, nor use any form of abuse to any other person.
5. Members shall not divulge, to any other person, any confidential or privileged information that they may have acquired as a result of membership of the Forum.
6. Members may not address the media, nor make public announcements, in matters connected to the business of the Forum without the authority of the Forum's Executive Committee.
7. No member shall accept any payment, commission or gratuity in connection with their membership of this Forum, except after having being authorised to do so by the Forum's Executive Committee.
8. The Forum will not be aligned to any specific political party and members shall not use their membership to promote the aims and objectives of any political party.
9. Any member who is being prosecuted for a serious offence, or who is on bail for such offence, shall be temporarily suspended by the Executive Committee until the case has been resolved. Should the member concerned be a member of the Executive Committee, or other office-bearer the member shall cease to hold such office or position until the case has been resolved.
10. Any member who has been convicted of a serious crime shall be expelled from the membership of the Forum.
11. In the case of any breach of this Code of Conduct, the Executive Committee may expel any member guilty of such a breach after due process, should the Executive Committee consider that the person is no longer a fit and proper person to be a member of the Forum.
12. Any member who is absent from three consecutive Forum meetings, without an apology or good excuse may be expelled from membership by the Executive Committee.

5 Disciplinary proceeding

The Sample Community Police Forum Constitution describes the aims of normal disciplinary proceeding. It also lists the offences that would call for a disciplinary inquiry.

The Area Community Police Board deals with disciplinary inquiries into the action of Forum members. Two executive members of the Area Board and two representatives from the Area Commissioner's office will rule on such matters.

The accused in a disciplinary inquiry can appeal to the Executive of the Provincial Board.

To find out more about disciplinary proceeding, see Section 20 of the Sample Community Police Forum in Appendix IX of this Toolkit

6. Types of meetings

The members of the forum must meet regularly. The Forum constitution tells us that the Forum has three types of meetings:

- Annual General Meeting
- Council Meeting
- Special General Meeting
- Executive Committee Meetings
- Public Meetings

The Executive Committee of the Forum must attend all these meetings. But they must also separately at Executive Committee Meetings.

6.1 Annual General Meetings

An Annual General Meeting (AGM) of the Forum happens every year in October or November. Any member of the Forum can come to the AGM. Other interested groups can also come.

The purpose of the AGM is to:

- read and accept the minutes of the previous AGM and any Special General Meetings
- discuss any issues in the minutes that need further attention
- discuss and accept reports by the Executive Committee about the work of the Forum, including the Chairperson's report and the financial report
- elect a new Executive Committee either every year, or every second year, depending on the Forums constitution
- make decisions about community policing in the local community
- make proposals to the Area Board about aims of Forums

The Secretary must send all Forum members a letter (written notice) to tell them about the time and place of the AGM. They must receive notice 21 days before the AGM.

See Section 9.1 and 11.1 of the Sample Community Police Forum Constitution in Appendix IX of this Toolkit

6.2 Council Meetings

Council meetings of the Forum must happen at least twice every quarter (three months). This means there must be at least eight General Meetings in a year.

The community and organisations must send representatives to the Council Meetings.

The purpose of the Council Meeting is to:

- Discuss reports from the Executive Committee
- listen to reports about crime and policing in the community
- decide on the campaigns and programmes of the Forum
- decide what proposals must go to the Area Board
- discuss and implement decisions that come from the Area Board

See Section 9.3 of the Sample Community Police Forum Constitution in Appendix IX of this Toolkit.

6.3 Special General Meetings

Sometimes the Forum needs a special meeting to make decisions about important or urgent issues. For example, the Forum may want to change or cancel decisions taken at an AGM. The Forum can then ask the Secretary to organise a Special General Meeting.

If some of the members of the Forum want a Special General Meeting, they can also ask the Secretary to organise one. But then they must write a letter with good reason why they want the meeting. At least ten Forum members must sign the letter. And at least half of them must not be on the Executive Committee.

The Secretary must give all Forum members 21 days written notice of a Special General Meeting. The notice must tell them exactly what the purpose of the meeting is.

See Section 9.2 of the Sample Community Forum Constitution in Appendix IX of this Toolkit.

6.4 Executive Committee Meetings

Executive Committee Meetings must happen at least once a month. If necessary, they must happen more often. All members of the Executive Committee should attend these meetings.

The purpose of an Executive Committee Meeting is to:

- make decisions about the management of the Forum
- prepare an agenda for the next General Meeting

If a member of the Executive Committee stays away from three meetings in a row without a good apology the member immediately loses his or her position on the committee. The Forum must then elect a new person for that position.

See Section 7.2 and 9.4 of the Sample Community Police Forum Constitution in Appendix IX of this Toolkit

7. Meeting skills

A group of people can achieve a lot more than a single person. That is why meetings are so important. A meeting brings together a group of people who make decisions and take action. But a meeting is only successful if you run it properly. A chaotic meeting can lead nowhere and make people angry. A good meeting is orderly and follows the right procedure. We will look at rules, skills and procedures for effective meetings.

7.1 Preparing for a meeting

Before a meeting can take place, the Executive Committee has to prepare a number of things.

They must:

- prepare the agendas
- write reports (for example, The Treasurer must write a financial report)
- book a venue
- send out a notice to members

They must also make sure the meeting will have enough copies of the:

- agenda
- minutes of previous meeting
- reports

The Secretary is responsible for most of the practical arrangements such as booking a venue and organising photocopies. But he or she must consult with the Chairperson.

7.2 General rules for meetings

To make sure we get the most out of a meeting, there are general rules the Chairperson and the members must follow:

(a) rules for the Chairperson

The Chairperson of a meeting plays the role of guide or referee. He or she must help the meeting to reach a decision.

The Chairperson must:

- ensure the meeting follows the correct procedure
- ensure the meeting uses time effectively
- check that the meeting covers all the points on the agenda in the correct order
- tell members when they may speak
- stop people if they repeat themselves, go off the point or abuse others
- ensure all points of view are heard
- stay neutral and not take sides
- treat everybody fairly
- protect the dignity of members
- stay calm
- avoid talking too much
- sum up discussions to give clarity
- ensure that decisions reflect the will of the majority

The Chairperson has the right to adjourn (close) a meeting if it becomes very disorderly.

(b) rules for members

At meetings, people often discuss and debate issues. Sometimes there are serious disagreements. But we must respect each other even when we disagree. Otherwise our decision won't benefit the community.

To make sure we respect each other, the Forum constitution gives rules for meetings

It says members must:

- keep quiet during meetings
- stay in their seats during meeting
- put up their hand if they want to speak
- address the Chairperson if they want to speak
- stick to the issue under discussion

Members must obey the Chairperson. If a member behaves badly, the Chairperson can ask the person to leave the meeting.

See Section 11.2 of the Sample Community Police Constitution in Appendix IX of this Toolkit

7.3 Taking decisions

The purpose of a meeting is to make decisions. The success of the Forum depends on good decisions and on members who implement the decisions.

Decisions must be democratic --- every member must get a chance to say what he or she thinks. If members cannot agree, they must vote on the issue. If most members vote for a certain decision, then the others have to accept it. That is democracy.

Decisions must be realistic. It does not help to make decisions that we cannot carry out. Before we make a decision, we must think of the time, money, equipment and people-power we need. Remember, small successes are better than big failures.

Decisions must say who is going to do what. The meeting must also give a time limit. Sometimes the best decisions are never implemented because the meeting never decided who must carry it out or what the deadline is.

Decision must be in line with the constitution and the aims of the Forum.

To make decisions effectively, we have to know how quorums, motions and other meeting procedures work. Let us look at some of these procedures.

7.4 Setting an agenda

An agenda is a list of issues that a meeting must discuss. It gives structure and order to the meeting.

The Executive Committee decides what must be on the agenda. But members can also tell the Executive Committee if they think that there is an important issue to be out on the agenda. At the meetings, members also get a chance to add issues to the agenda.

An agenda must not be too long or there will not be time for everything. It must also be easy to understand.

An agenda must have the following items:

- **Welcome** – the Chairperson welcomes the members
- **Apologies** – the Chairperson makes sure the members sign the attendance register and asks if there have been any apologies from members who cannot attend the meeting
- **Additions to the agenda** – members get a chance to add new items to the agenda
- **Minutes** – the meeting looks at the minutes of the previous meeting to see if they are a true reflection of the discussions and decisions taken
- **Matters arising from the minutes** – the meeting discusses unfinished business from the previous meeting
- **Reports** – the meeting discusses financial and other reports
- **New business** – the meeting deals with a list of new issues that have not been raised at the previous meeting
- **General** – members mention announcements, congratulations and other less important matters here
- **Date of the following meeting** – members decide on a suitable date and venue for the next meeting
- **Closure** - the Chairperson adjourns the meeting

Members should receive copies of the agenda, minutes and any reports before the meeting. This gives them a chance to think about the issues. Then they can make better decisions. It also saves a lot of time at the meeting if people come prepared.

7.5 What is a quorum?

Decisions at a meeting must represent the wishes of most of the members. But what happens if most of the members do not come to a meeting? How do we prevent a small group from making decisions for everybody?

A quorum is the answer. We say that decisions at a meeting are 'binding' (valid) only if there was a quorum.

A quorum is the minimum number of voting members that must be present at a meeting. Usually a Forum constitution says a meeting has a quorum if 50% plus one of the members is present.

So if a Forum has 20 members (registered organisation), then the quorum at an AGM will be 11 members.

The quorum for an Executive Committee Meeting is four members of the Executive Committee. These four must include the Secretary and the Chairperson or Deputy Chairperson.

A meeting can continue if it does not have a quorum. But the decisions at the meeting will not be binding. That means members do not have to accept the decisions or carry them out. If an AGM does not have a quorum, it may only continue if at least one third of the registered members are present.

See Section 10 of the Sample Police Forum Constitution in Appendix IX of this Toolkit

Members must make sure they sign the attendance register when they go to a meeting. The attendance register will show if a meeting had a quorum or not.

7.6 What is a motion?

We discuss issues at a meeting because we want to reach a decision. Any member can recommend a decision to the meeting. To do this, he or she must put forward a motion.

A motion is the same as a proposal. It is something you want the meeting to discuss and think about. For example, you can put forward a motion that the next Forum project must focus on alcohol and drug abuse in the community.

Usually someone must support your motion before the meeting will discuss it. We say someone must 'second' the motion. If nobody seconds the motion, it means nobody wants to discuss it.

Another member can suggest changes to your motion. This is called an amendment. For example, someone can put forward an amendment which says that the project must focus on drug abuse among teenagers in the community. Amendments must also be seconded.

Motions and their amendments must be as simple as possible to avoid confusion. A member can withdraw his or her motion, but only if the meeting agrees to it.

Members must get a chance to discuss the motion and its amendments. If they disagree, the Chairperson must let them vote. The Chairperson must make sure the voters know exactly which motion or amendment is put to the vote.

If the majority of the members vote for a motion or amendment, it becomes an official decision (resolution) of the meeting.

7.7 Raising a Point of Order

If a member thinks the meeting does not follow the rules, he or she can raise a point of order.

A member can raise a point of order to:

- remind the meeting of a rule
- point out that a member is off point
- point out that a member is talking too long
- point out that a member does not have the authority to act in a certain way
- complain about bad language

To raise a point of order, you have to stand up and say 'point of order'. You must then sit down and wait for the Chairperson's permission to speak. The Chairperson may then allow you to say what the point of order is. The Chairperson must decide if the point of order is valid before the meeting can continue.

7.8 Minute-taking

The minutes are a report of what happened at a meeting. It is the task of the Secretary to take the minutes. If the Secretary is absent, the meeting must ask someone else to take the minutes.

The purpose of the minutes is to:

- remind members who attended the previous meeting what the issues and decisions were
- inform those members who did not attend what the meeting discussed and what decisions were taken
- serve as evidence if members disagree or forgot what the decisions were

The minutes must not give every detail of the discussion. It must sum up what the meeting discussed and decided. A paragraph for each issue is enough.

The minutes must be impartial and objective. The Secretary may not take sides or give a personal interpretation of what people said.

The minutes must be accurate. If the Secretary is not sure about something, he or she can ask the Chairperson to explain it before letting the meeting continue. The headings in the minutes should be the same as the agenda items. They must also be in the same order.

The minutes should:

- give the Forum name, the type of meeting, the meeting date, time and place
- give the names of the people at the meeting and say who acted as Chairperson and Secretary
- say if there was a quorum
- mention any apologies
- say if there were amendments to the minutes of the previous meetings
- give the names of the members who proposed and seconded the adoption of the minutes
- mention any points of order and say if the Chairperson accepted or rejected them and what the reasons were
- give the results of voting and mention the method used (secret ballot or show of hands)
- record any decisions and say who must carry them out by when
- mention any reports and say that copies of them have been filed
- mention the guest speaker and his or her topic (no need to give a summary of the talk)

8 Re-registering a Forum or Sub Forum

You have to repeat the registration of your Forum or Sub-Forum every year

You can re-register a Forum if it meets the following criteria:

- the Forum has activities and projects that show that the Forum is working
- the Forum meets once a month or on a regular basis
- the Forum is representative of the community
- the Forum has representatives on the Area Board
- the Forum has a letter of support from the Station Commissioner
- the Forum is accessible to the community it serves
- the local police has representation on the Forum

You can re-register a Sub-Forum if it meets the following criteria:

- the Sub-Forum has a letter of support from the main (or 'Mother') Community Police Forum
- the Sub-Forum has representatives on the 'Mother' Forum
- the Sub-Forum meets regularly
- the Sub-Forum has a financial report
- the Sub-Forum has minutes of its Annual General Meeting
- the Sub-Forum has a letter of support from the Station Commissioner

To register a Forum or Sub-Forum, you have to include the following documents in your Community Police Board to apply for re-registration.

(a) an application letter

The Station Commissioner or Chairperson must write and sign a letter to the Area Community Police Board to apply for re-registration

(b) a financial statement

The application must include a financial statement (income and expenditure) for the Forum's financial year. The Treasurer, the Chairperson and the Station Commissioner of the Forum must sign the statement.

See the Sample Financial Statement at the end of this chapter

(c) the minutes of the Annual General Meeting

The application must include a copy of the minutes of the Annual General Meeting of the Forum or Sub-Forum

You can find out more about Annual General Meetings in Section 9.1 of the Sample Community Police Constitution in Appendix IX of this Toolkit

(d) the attendance register of the Annual General Meeting

The application must include a copy of the original attendance register that was signed by people at the Annual General Meeting.

See the Sample Attendance Register in chapter 3 page 3-7 of this Toolkit

(e) a letter of support (Sub-Forum only)

To register a Sub-Forum, you also need a letter from the Station Commissioner and the Chairperson on the ‘Mother’ Community Police Forum. The letter must support the application for re-registration

(f) other documents

You can include any other documents that show that the Forum or Sub-Forum functions well and that it represents the community it serves.

EXERCISES

- 1. Who are the four office-bearers on the Executive Committee? Can you say which office bearers must be members of the community and which office-bearer must be a member of the police?**
- 2. The Executive Committee has one member who is not ‘elected by the Forum. Who is this?**
- 3. At which meeting does the Forum elect an Executive Committee?**
- 4. Suppose your Forum has 30 registered members. How many of them must be at a meeting to give the meeting a quorum?**
- 5. You are at a meeting and another member has been talking for 5 minutes. He is telling a long story that is off the point. People are becoming frustrated. What do you do?**
- 6. The meeting is trying to decide how to get a certain group involved in the Forum. You suddenly have a bright idea about what the Forum must do. You want the meeting to consider your suggestion. What meeting procedure do you use?**
- 7. Let’s say you are asked to take minutes at a meeting. Can you mention some of the things that must be in the minutes?**
- 8. How often do you have to re-register the Forum in your area?**

INCOME AND EXPENDITURE STATEMENT FOR THE 2002-2003 FINANCIAL YEAR

1 APRIL 2002 – 31 MARCH 2003

A. INCOME

(This is all the money that came into the bank account from 1 April the previous year to 31 March the current year. For reporting purposes, the income is usually broken down into meaningful parts. You can choose any meaningful parts, but we just show the balances here)

1. Balance as at (beginning of your financial year) R _____

(This is all the money that's left in the bank and cash belonging to the Forum on 1 April in the previous year)

2. Donation received R _____

(This is all the money received from private individuals, companies, churches, mosques, and fund-raising events between 1 April and 31 March)

3. Registration/Re-Registration Funding from the Department of Community Safety R _____

(A.1 Balance + A.2 Donations + A.3 Funding) R _____

B EXPENDITURE

(Once again, this is all the money that was paid out of the bank account – or from cash belonging to the Forum between 1 April and 31 March. We have given some sample entries but your entries will reflect your own activities and decisions about expenditure.

All expenditure must be included in some heading or other, or under its own heading)

1. Workshop Expenses R _____

(This will include all hall hire, transport, catering, the payments of a facilitator, and so on. If there was more than one workshop in the current financial year, then all workshop expenses for the year can be lumped together under this one heading)

2. Camp Expenses R _____

(Like 'Workshop Exp' above, you may have organised a youth camp during the financial year. All expenses must be reflected here)

3. Stationery Purchases R _____

(This can include the cost price of all notepads, pens, photocopy paper and so on, but it can also include printing and photocopying itself.

If there is some stock left over from the previous year, you can always add it in as a 'Stock on hand' at cost price under "INCOME" above.)

4. Bank Costs R _____

(These will include all the costs shown on your bank statements, other than cheques issued and cash withdrawn. If any interest is earned from the bank or Savings Account, or other forms of investments, then it must be shown under 'INCOME' above.)

(B.1 Workshops + B.2 Camp + B.3 Stationery + B.4 Bank) R _____

C TOTAL INCOME A MINUS TOTAL EXPENDITURE B

(If the income is more than the expenditure, we call it "Surplus" and this is usually carried over into the following financial year and reflected as in A.1 above. But if the expenditure is more than the income, we call it 'Deficit' and this is also taken over into the new financial year.

TO BE TAKEN AWAY from the new income. In ordinary business, this is called "Profit" and "Loss". R _____

AUTHORISED BY

TREASURER

CHAIRPERSON

STATION COMMISSIONER