

Project: Bossies Justice

Topic: Development Plan – Steering committee decisions

Date: 13.02.2010

Venue: Barnard en Lourens, Nelspruit

Present: Rupert Taljaard

Gerhard Lourens

Dave Tye

Quinton Snyman

Rian Groenewald

Charl Kotze

Absent: Charl Breytenbach

Point of Departure: Make a separation between national/overhead challenges, responsibilities and functions and localized challenges, responsibilities and functions. For the time being these will be very much intertwined in order to get things going and done, to develop models for replication, to standardize procedures as far as possible, to ensure principles of representivity, to ensure non-political and non-racial approaches and to get the best reach of influence at this very early stage of development.

Institution: Section 21 Company – Registration by Barnard en Lourens

Constitution: Gerhard

Vision and Mission: Gerhard and Dave

Name: Bossies Justice for All

Bossies Justice for the People

Justice for the People

Citizens Justice

Main Activities:

- Oversee constitution and strive to fulfill mission
- “Appoint” Board of Directors (to be represented by all interest groups i.e. public, private, members, funders & sponsors, etc. – also to look at “council of advisors” – influential people whose name and council can promote the cause but cannot fulfill any fulltime duties)
- Responsible for overhead functions which include –

Marketing to include promotion & promotion materials, awareness creation, publicity, strategizing access to national media

Strategising Fundraising – conduct a planning session and arrange appointments with and presentations to relevant companies, persons, etc.

Fund management – Liaison with FNB and KPMG to include management of debit order system, auditing, best application of funds, etc.

Information management – Website, centralization of all correspondence, capturing all info necessary to maintain and update data base of associations, members, contributors, sponsorships, technical, specialist and other service providers, crime cases reported and involved with, enquiries, etc. Dave Tye to assist Rian with editing

Prepare Standard policies and procedures, questions and answers, public statements, etc. to include those related to the approval of service providers, accreditation of these where necessary, official liaison with SAPS and other crime prevention and crime fighting institutions

Publish regular official ***Newsletter*** – Nola in liaison with Rian and Dave Tye to assist with editing

Design letterhead and logo

Clarify notion of ***membership*** and fees, membership ID's, stickers, exhibition boards, etc.

Enter into ***agreements of association*** and cooperation between overhead organization and local groups, associations, etc. and maintain communications with and between them.

Coordinate and analyse needs as proposed by local associations/groups and arrange necessary technical and financial support regarding these

Assets register, management and allocation

Furthermore:

- Rupert to be the official “face” of the organization
- Video clips to be made of him while making motivational speeches and
- these to go onto the web-site
- Until further notice Gerhard, Charl, Rian, Nola and Rupert will be responsible for the above in liaison with the Nelspruit Committee.
- The overhead, central organization will cooperate with the local committee and *vice versa* as one until scales of involvement and activities dictate otherwise.
- General administration will be the function of this office

The Local Committee

Name: The Mbombela Association for Bossies Justice?

Committee Members

Please note that the committee can coop any other persons to assist in their responsibilities

Chair, also responsible for overseeing all liaison and communication in- and externally regarding Mbombela – Charl Breytenbach. Media relations in harmony with Rupert in order to ensure meaningful information “up and down, left and right and in and out”

Coordination of legal, detective and related work – Johan Barnard

Data collection, information management and administrative procedures (including secretariat) – Dave Tye in cooperation with Rian Groenewald

Fund raising and communication with prominent persons (private sector) – Quinton Snyman and Rupert Taljaard (see role of Chair)

Communications with SAPS and other, like provincial government departments responsible for security, security companies, sector forums, residents groups, schools and other crime prevention and fighting organizations, prosecutors – Dave and Gerhard and assisted by any other persons as needed and as requested e.g. Rupert, Commissioner, etc.

Liaison with and Accreditation of local service providers other than detective or legal specialists e.g. pathologists – Dave and other as needed

Capturing and Maintenance of database of local knowledgeable, influential and supportive people and organizations – all committee members in conjunction with central office

Urgent matters:

- Clarity on reward procedures with SAPS – Gerhard and Dave to discuss with Commissioner
- Getting helicopter airborne – Rupert and Gerhard to discuss with the pilots regarding fuel and infra-red equipment
- Planning and Coordination of fundraising and awareness creation appointments with potential funders.

