

FUNCTIONS OF THE CAPE TOWN ECC EXECUTIVE COMMITTEE; JUNE 1988

1. Bureaucracy:

Most of the organisational bureaucracy is handled by the ECC office worker or referred from the office to the responsible person. More contentious matters or matters requiring a mandated decision are referred to the executive which deals with the issue or refers it to the appropriate forum, usually the general body.

2. Inter-subgroup coordination:

The executive and the general body are the forums at which all ECC subgroups are represented and discussed. The general body, because of its more formal nature and pressured agenda, tends to deal with information from subcommittees rather briefly. The executive is the only structure that can, in an depth and ongoing way, identify the needs of subcommittees, and facilitate inter-subcommittee communication. This tends to be a neglected area, and needs to be emphasised both in the executive, as well as encouraging subcommittees to make more use of the executive.

3. Strategising:

It is important that much of ECC's key strategising happens outside the executive. e.g. in campaign group, subcommittees or educational forums, and that it involves all our activists. The executive is not the central strategising group in ECC. Nevertheless, it has certain responsibilities with respect to strategising, and these are:

- a) attention to process - ensuring that strategising is occurring in the appropriate groups, and that it is inclusive of the whole organisation.
- b) identifying gaps - areas where some conceptual thought is needed must be identified and referred to the appropriate structure/s.
- c) for the sake of the function and cohesion of the executive it needs to strategise as a body in its own right, this being the same as should occur in any other subgroup of ECC.

4. Overview/ trouble shooting/ process:

The exec. must review all activities in the organisation with the following objectives:

- a) producing a comprehensive picture of the organisation that can be communicated back to all structures/subcommittees.
- b) identifying problems or needs in certain areas and taking appropriate action.
- c) ensuring that correct channels of communication are used, and that decisions taken in various groups are appropriate to the mandates of those groups.

5. Security/ legal:

The executive has the following responsibilities with respect to the above tasks:

- a) monitoring ongoing harrassment of ECC and its members.

- b) assessment of the security situation i.e. the nature and extent of state or right wing activity and the potential for such activity.
- c) communication of this information to the rest of ECC along with appropriate recommendations for the state of alertness within the organisation.
- d) Assessment of the effectiveness of security measures within the organisation.
- e) The investigation of internal security threats, in particular spies, and the taking of appropriate action. The executive has a mandate to investigate all security matters it deems necessary, and to take appropriate action.
- f) Liason with the ECC lawyers, taking forward ECC legal matters, and ensuring that the organisation is kept up to date with our legal interventions.

6. National Liason:

The executive is responsible for liaison with the national structures of ECC and with other ECC regions; the executive must also facilitate contact between ECC subgroups and national structures. Particular responsibilities with respect to national liaison are:

- a) sending a representative to national committee; involving the organisation in the process of preparation for national committee, and ensuring that reportbacks from national committee are appropriately comprehensive.
- b) maintaining weekly contact with the national secretary.
- c) keeping other regions up to date with our activities and strategies.
- d) keeping ECC activists informed of activities in other regions, in order that an accurate picture of the ECC as a national campaign is formed.

7. Portfolio's:

The executive is formally constituted by subcommittee representatives and portfolio holders. The executive portfolios are:

- * chair
- * front coordinator
- * secretary-general
- * education and training officer
- * press officer
- * finance officer
- * in addition the ECC office worker sits on the executive.

While each portfolio has its own defined responsibilities, and much of the work of portfolio holders happens outside of the executive, the executive is responsible for reviewing the work of the portfolio holders, ensuring that their tasks are being fulfilled adequately, and making appropriate recommendations about future activity. The executive is ultimately responsible for the various portfolios and the coordination of their work.

8. The executive is responsible for the preparation of the agenda for the general body, ensuring that the meeting is interesting, covers the important issues of the day, and gives ECC activists an overall picture of the organisation's activity. The executive has the responsibility of maintaining the general body as the formal and final decision making structure in the organisation.

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