

End Conscription Campaign

AG.5.6

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CRITERIA FOR NATIONAL TREASURER

Jan '88.

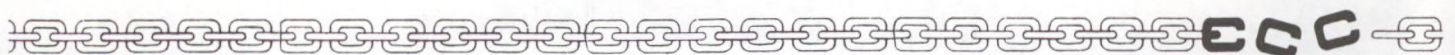
The administration of ECC's finances has become a complicated and expanded task. ECC's financial expenditure has more than tripled over the last year. This has been due to the ever increasing costs of being an effective campaign as well as an increase in the number of both national and regional employees.

The financial investigation in early 1987 showed us that we need to be more rigorous in keeping accurate financial records and it also reminded us of our potential to become financially insecure. This means that the control of ECC's income and expenditure is a central political role of the organisation and therefore needs expert handling.

All ECC branches have agreed that ECC needs a part-time paid employee to fulfill the rôle of a National Treasurer.

Tasks of the National Treasurer.

- Responsible for the overall fundraising of the organisation
- Generate ideas and direction for local fundraising efforts in each region
- Maintaining contact with our major funders (such as the SACBC and SACC) and keeping them up to date with our activities
- Responsible for budget applications for special projects, such as alternative service type projects (old WJP)
- Drawing up the financial budget for the following year
- General financial bureaucracy such as paying employees' salaries, UIF, etc
- Drawing up a budget system for each region and therefore responsible for the control of all financial requests from each region as well as the allocation of finances to each region
- Liaison with ECC's auditors
- Help determine ECC's financial policy



ECC
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Criteria for nominees :

1. The person needs to have a good understanding of ECC - the history, present structures, etc.
2. The person needs to be able to devise and administer a co-ordinated fundraising strategy and thus needs some insight into the politically sensitive nature of finances in the present situation.
3. Must have good accounting skills
4. Must have efficient administrative skills

Conditions of employment :

A document will be drawn up at National Conference, determining employment guidelines for all ECC employees.

The only condition of employment at this stage is a salary of R450.00 (gross) as a part-time employee.

A preference for place of employment was Johannesburg but this is negotiable.

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END CONSCRIPTION CAMPAIGN (ECC)

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