

FORUM 4 SERVICE DELIVERY

TsamayaLeRona

LGE2021

TERMS OF REFERENCE





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1. Definitions and Abbreviations

- 1.1 ETT - Election Task Teams
- 1.2 NETT - National Elections Task Team
- 1.3 NFEC - National Forum Executive Committee
- 1.4 PEC - Provincial Elections Coordinator
- 1.5 LGE - Local Government Elections
- 1.6 RETT - Regional Elections Task Team
- 1.7 METT - Municipal Elections Task Team
- 1.8 WETT - Ward Elections Task Team
- 1.9 PLC - Party Liaisons Committee
- 1.10 VD - Voting Districts
- 1.11 Coordinator - a person who leads, organize, and direct and activity or project in order to ensure efficiency.
- 1.12 Terms of Reference - define the purpose and structures of a project, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal. **Terms of Reference** show how the object in question will be defined, actioned, developed, and verified.
- 1.13 Task Team - Let's give task team definition. Task team (aka action group) is a group of people joined temporarily or permanently to accomplish some task or to be engaged into some project (collective action)

ELECTIONS TASK TEAMS



2. BACKGROUND

The F4SD NFEC has on its Special Sitting of the 25th February 2021 resolved to contest the 2021 Local Government Elections

2.1 The Elections Task Teams (ETT) are to be appointed by the NFEC in accordance with F4SD Constitution Item 2.6.11

2.6.11. The NFEC may form non-voting working groups or task teams to facilitate its work.

2.2 The purpose of ETT is to facilitate the LGE2021 programmes and make them active.

2.3 Election Teams will be at National, Provincial, Regional, Municipal and Ward Level.

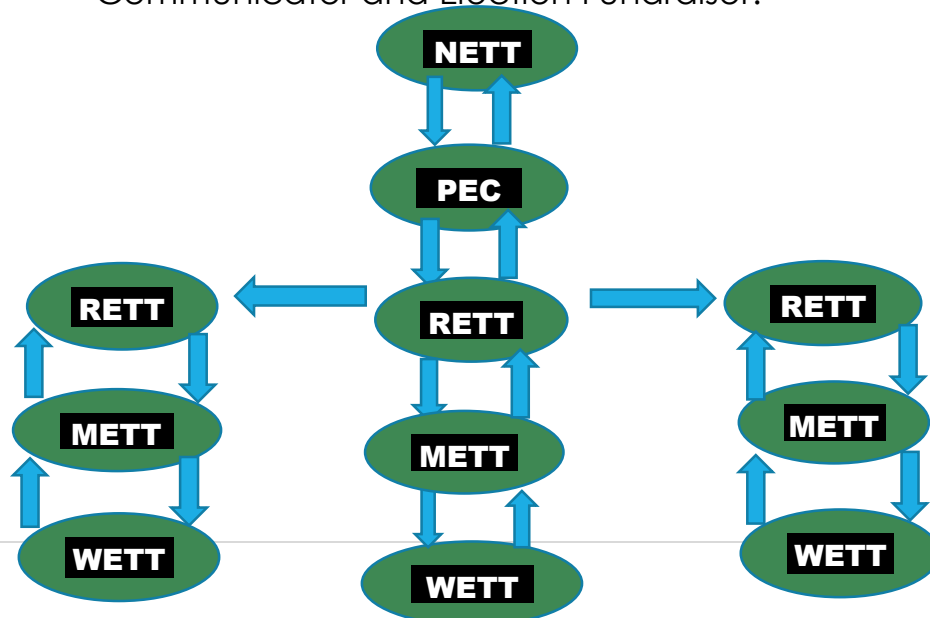
2.4 NFEC structure to convert into a National Election Task Team (NETT) to run and manage the election project.

2.5 An election War Room consisting of NETT, Provincial Election Coordinators (PEC) and Regional Elections Task Teams (RETT) to be formulated.

2.6 NETT to visit Regions to constitute, facilitate, formulate and workshop the Regional Elections Task Teams to prepare for LGE2021

2.7 The Election Team comprises of minimum 7 and maximum 15 members.

2.8 Elections Task Teams to consist of Elections Coordinators, Election Secretary, Head of Mobilisers, Election Communicator and Election Fundraiser.





3. TERMS OF REFERENCE

- 3.1 Elections to be managed regionally – federalized system
- 3.2 Elections Task Teams are expected to provide Vision 2021 election programme and direction in consultation with communities and voters.
- 3.3 Councillor Candidate identifying methods
 - 3.3.1 Community to elect candidates, or
 - 3.3.2 Elections Task Team can identify a candidate, or
 - 3.3.3 Candidate can approach the F4SD or
 - 3.3.4 the F4SD can target Independent Candidates
 - 3.3.5 F4SD may target candidates through advertisements.
- 3.4 The Elections Task Teams are expected to design and implement the 2021 elections master-plan comprising of recruitment programmes, voter education and awareness, research data on ward/municipal profiles, constituency Monday, fundraising programmes, 2021 campaign strategies, events or activity plans like rallies etc
- 3.5 Each Election Task Team to establish and operate Election Operation Centre
- 3.6 Election Task Team to draft monthly and weekly plans and weekly report weekly to the upper Elections Task Team Structure.
- 3.7 Publicity and visibility plan comprising of election material and logistics, design and printing of ward manifestos, wearing of F4SD regalia, printing of pamphlets/flyers to do door-to-door campaigns.
- 3.8 Establishment of bottom up election organizing teams and ensuring that they remain active throughout the election period.
- 3.9 The election task teams do not have powers to open and operate any Bank Account and shall use provincial or national bank accounts.
- 3.10 Advocate electioneering spirit, unity and synergy of work efforts and building of common approach at all costs



- 3.11 Ensure that members adhere to the Constitution and code of conduct, remain disciplined and observe the code of conduct.
- 3.12 Establish Adhoc Committees whenever a need arise such as troubleshoots or fundraising etc
- 3.13 -9Regional Election Task Teams to submit written progress weekly reports to NETT
- 3.14 Mobilise Vision 2021 campaign in conjunction with F4SD grassroots, regional structures and task teams
- 3.15 Ensure that F4SD is represented in all Municipal Party Liaison Committees (PLC) of the IEC and are informed about election processes.
- 3.16 A member of an Election Team who is absent for three (3) consecutive meetings forfeits the position.
- 3.17 Discipline must be maintained at all levels. Insubordination will not be tolerated.
- 3.18 Deployed NETT members shall sit in RETT meetings to provide direction and guidance.
- 3.19 RETT Coordinator or RETT Fundraiser or RETT Mobilizer shall sit in Local Elections Task Teams (LETT) meetings
- 3.20 War Room to sit every Tuesday, RETT meetings to sit every Thursday and LETT to sit every Sunday.
- 3.21 Each Ward to have not less than hundred (50) volunteers.
- 3.22 Each Regional Election Team to target fifty thousand (50000) voters per region
- 3.23 All Elections Task Teams cease to exist immediately after the announcement of the Elections Results by the Commissioner of IEC.
- 3.24 PR list will be drafted after the announcement of election results taking into consideration votes / numbers per Candidate and Clause 7.5.8 and Clause 7.5.9 of the F4SD Constitution.

7.5.8. The deployment of a member to various public representative positions will be subject to the discretion of NFEC.

7.5.9. Members will mainly be recognized on the level of their hard work, honesty and discipline.



3.25 This Terms of References are issued as per Clause 9.1 of the F4SD Constitution

9.1. The Forum shall from time to time frame and adopt a Code of Conduct, Rules and Regulations that binds all members.

4. FUNCTIONS AND RESPONSIBILITIES

Each Election Task Team to be structured as follows:

4.1 Election Coordinator

- 4.1.1 Research, develop and implement voter strategies related to various aspects of the election.
- 4.1.2 Revise, update and prepare election materials including information pamphlets, election handbooks, Voters Lists, Voter Notification Cards, ballots, etc.
- 4.1.3 Appoint and train election party agents and volunteers.
- 4.1.4 Preparation of Election Materials and Manuals
- 4.1.5 Ensure representation of F4SD at PLC
- 4.1.6 Other duties as assigned

4.2 Elections Secretary

- 4.2.1 The elections secretary shall be responsible for detailed management of Elections Task Team meetings.
- 4.2.2 Ensure that meetings are called timeously with proper agendas and minutes.
- 4.2.3 Ensure filing of weekly reports to the upper elections task team structures
- 4.2.4 Other duties as assigned

4.3 Head of Mobilizations

- 4.3.1 Organize election days activities including volunteers
- 4.3.2 Organize and schedule door to door campaigns
- 4.3.3 Monitoring of data



4.3.4 Plan and implement election related events eg rallies

4.3.5 Other duties as assigned

4.4 Head of Fundraising

4.4.1 Raise and manage funds and ensure positive cash-flow

4.4.2 Responsible for budgets and maintain income and expenditure reports

4.4.3 Other duties as assigned

4.5 Head of Communications

4.5.1 Make party policy positions, community demand lists and campaigns are known throughout all the media platforms

4.5.2 Ensure F4SD receive media coverage via electronic, audio, social and print media

4.5.3 Branding of the Election Campaign

4.5.4 Other duties as assigned

4.6 Election Researcher

4.6.1 Shall be responsible for commissioning and researching of election data.

4.6.2 Organise, collate and address elections strategies to the Elections Task Team

4.6.3 Elections data harvesting

4.6.4 Other duties as assigned.

Adopted by the **F4SD NFEC** on this **25th** day of **February 2021** in **PRETORIA**

Mbahare J Kekana
F4SD PRESIDENT