

**Water Supply Division**



**Inter Aide**

**European Union**

**WATER COMMITTEEE TRAINING**

**DATE:**

**VILLAGE:**

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| **POSITION** | **NAME** | **SIGNATURE** |
| **CHAIRMAN*** Be the **bridge** between the **water committee**, the **pump officer** and **local authorities**
* Make respected **bylaws**
* Do the **money collection** with the secretary and treasurer
* Keep one **key** of the **cash box**
* **Witness** any **money movement** from the cashbox
* Organise **monthly meeting**
* **Call the pump officer**
* Organise **new election** if needed
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| **CHAIRLADY – TREASURER*** Keep the **cash box safe**
* Do **money collection** with the chairman and the secretary
* **Witness** any **money movement** from the cash box
* **Bring** the **cash box** to the monthly meeting
* **Represent women**
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| **SECRETARY*** Keep **record** of any **important decision** and report it to the community
* Keep **record** of **expenditures** related to the water point
* Do **money collection** with the chairman and the treasurer
* **Fulfil** and keep the **record book** of money contribution
* **Witness** any **money movement** from the cash box
* Keep all r**eceipts** of any financial transaction
* Give **monthly financial report** to the community
* Inform the chairman about the next **maintenance date**
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| **PUMP CARE TAKER*** **Grease** the chain every 2 weeks
* **Check the fitting of the handle** every morning
* **Open** and **close** the pump
* **Clean** regularly the **spurt** of the pump
* **Sensitise** users to clean their **hands** and **containers**
* **Sensitise** users on the danger of **animal defecation**, **rubbish** and **stagnant water** around the water point
* **Appoint** **community members** for the cleaning
* **Teach** how to use the hand pump
* **Report** any repetitive **misuse** to the chairman
* **Report** any **breakdown** to the chairman
* **Stop** the **use** of pump in case of breakdown
* **Witness maintenance and repair**
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| **ADVISER*** Be the **bridge** between the **water committee** and the **villagers**
* **Advice** and facilitate solutions
* **Reinforce bylaws**
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