



**Water Supply Division**



**Inter Aide**

**European Union**

**WATER COMMITTEEE TRAINING**

**DATE:**

**VILLAGE:**

|  |  |  |
| --- | --- | --- |
| **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 |  |  |
| **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** |  |  |
| **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** |  |  |
| **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** |  |  |
| **ADVISER**   * Be the **bridge** between the **water committee** and the **villagers** * **Advice** and facilitate solutions * **Reinforce bylaws** |  |  |