



Trinidad & Tobago Police Retirees Association

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VISION

“to participate in activities designed to stimulate
The mental and physical well-being of members”

TRINIDAD AND TOBAGO POLICE RETIREES’ ASSOCIATION

ZONAL CHAPTERS MANAGEMENT POLICY

1:00 Philosophy

The Executive and members of this great association are acutely aware of how a well-functioning and efficient association can add value to and benefit its membership in terms of meeting the needs of the membership for their well-being and comfort.

1:01 By empowering and equipping the Zonal Chapters as part of the networking for service delivery, the association can meet or even surpass the expectation of the membership in so far as it relates to the delivery of our mandate enshrined in the association’s constitution.

2:00 Objective

The objective of this policy is to guide the executive of the association and those of the Zonal Chapters in ensuring that there exists a high level of co-ordination, awareness, co-operation, and commitment to the association’s mandate as enshrined in our constitution.

2:02 To achieve the above objective calls for a new resolve and a willingness to think outside the box and to understand clearly that in order for the Trinidad and Tobago Police Retirees Association to be relevant to the needs of the membership it must be prepared to do what it takes to meet the members’ expectations.

Many police officers have found it extremely difficult to re-integrate into “civilian” life upon retirement and as a result ostracize themselves to the extent that their lives become mundane, lonely and full of trepidation. Knowing that there exists an association of retired police officers to which such retirees can turn for assistance, can inspire hope and a sense of belonging. The association must therefore position itself to meet such challenges.

2:03 It is with this concept of service in mind that the executive is seeking to empower and partner with the Zonal Chapters through which most of the Association’s services can be dispensed. This calls for the Zonal Chapters to embrace this concept of the association meeting its membership through networking of the Chapters. It is to be expected therefore that the Executive of the parent body and those of the Zonal Chapters would commit to this ideal by exchanging/sharing ideas for policy formation to guide the delivery of our mandate given to us by the constitution.

3:00 Scope

The scope of this document therefore is to provide a point of reference for the maintenance of the relationship between the association’s executive, and the Zonal Chapters’ executives and other functionaries involved in the management of the association so as to bring clarity to each other’s expectations. While Item 27 of the association’s constitution provides specifically for the establishment and functioning of the Zonal Chapters, the relationship between the parent body and its Zonal Chapters must be more intimate and all-inclusive than the provisions in the constitution in that regard. This document provides in more details the relationship between the Zonal Chapters and the parent body. This document, once approved by the general membership, shall form the basis of the relationship between the parent body and its Zonal Chapters. The main areas of focus are as follows:

- **General administration of the association (inclusive of the Zonal Chapters);**
- **Financial Management;**
- **Elections;**
- **Welfare.**

4:00 General Administration

4:01 Pursuant to Article 13(1) of the association’s constitution, “the executive committee of the association shall have the power to manage and conduct the business / affairs of the association in conformity with the constitution as stipulated and shall take every means to secure the adherence of the constitution by the members”.

- 4:02 This mandate requires the members of the executive to be aware of the operations of the Zonal Chapters to ensure that they are contributing to the remit of the association and that their operations could withstand scrutiny by the rank and file of the membership and more particularly, the actual members of the Zonal Chapters.
- 4:03 For instance, what appears to be envisaged by the constitution is a situation where the association's executive realizes its mandate as elucidated in Article 3 of the association's constitution, by the active use of or involvement of the Zonal Chapters without depriving the Zonal Chapters of their individual autonomy.
- 4:04 It is for this reason that the membership, in crafting its review of the association's constitution, was careful to make that link with the operation of the executive level of the association and the activities of the Zonal Chapters so that the membership is the recipient of a level of service that would enhance the quality of their lives. Proof of this required synergy lies in the fact that no less a person than the First Vice President of the association has been handed the responsibility of overseeing the administration of the Zonal Chapters, (Item 12.2 of the constitution refers).
- 4:05 This mandate is sufficiently wide to encompass oversight by the association's executive into aspects of the administration of the Zonal Chapters in specific areas such as finance, election, and the delivery of the association's welfare initiatives. Each of these headings would be elaborated on hereunder:
- 4:06 It is for this reason, that the Executive will liaise with the leadership of the Zonal Chapters to produce timely reports to the general membership via the Executive, as determined from time to time on specific areas of their activities. For example, Zonal Chapters will be required to submit to the Executive, on a monthly basis confirmed minutes of all meetings duly signed by the President and the Secretary. The General Secretary shall be empowered to make request on the leadership of the Zonal Chapters for information from time to time. (Bye-Law 27:2(ii) refers).

5:00 Financial Management

- 5:01 The association's treasurer has been tasked via Item 12.5 of the association's constitution the responsibility for the general financial administration of the Association and shall in all cases in the exercise of his duties be accountable to the executive committee and the general membership and also to oversee the accounts and financial affairs of the Zonal Chapters and report the status of such accounts and financial affairs in accordance with Section 12.5 of the constitution.

- 5:02 The executive committee has long engaged the external auditor Messrs PKF, to come up with a software for the association which will treat with the accounts of the association in its entirety / inclusive of its Zonal Chapters to properly report on the financial affairs of the association, inclusive of its Zonal Chapters. For sure, the treasurer will be meeting with the leadership of the Zonal Chapters to discuss this issue further with them to ensure that this feature is included in the association's financial reporting for the fiscal year 2020 / 2021. In other words, the Zonal Chapters would know of the financial position of the parent body and vice versa via our external audit report.
- 5:03 This intervention assures that the Zonal Chapters are reporting their financial activities in a standardized fashion with ease of reading and adherence to accounting best practices. How many organizations have lost their way because of the perception created by inadequate financial reporting?
- 5:04 In the interim, until the process mentioned in item 5:02 is fully integrated in the financial reporting of the Zonal Chapters, the Executive, through the Treasurer will determine the manner, content, and timeliness of the financial reporting by the Zonal Chapters in furtherance of item 5:01 above. This provision shall include the Zonal Chapters financial reporting for the financial year 2020- 2021 (Bye-Law 27:2 (ii) refers).

6:00 Elections

- 6:01 Another feature of the amended constitution is the issue of the holding of elections. As you are all aware, the association selects an election committee from time to time to serve the needs of the association. Once selected this committee is autonomous within the association. Item 28 of the constitution defines the relationship between the executive and the committee. The executive is required to fund the committee's activities but has no direct control over its functions. This committee has control or oversight of all elections held within the association including that of the Zonal Chapters.
- 6:02 At a membership meeting held on the 3rd April 2021, the general membership agreed to a proposal from the elections committee that the election of personnel within the Zonal Chapters would be entrusted to the Zonal Chapters themselves with oversight of the elections committee. This, it was advanced, would save time and money for the Association. Every attempt should be made to make this provision work for the proper governance of the Association.

7:00 Welfare

- 7:01 It may be fair to say that the provision of this function alone embraces the reason for founding the association as it has so many facets. However, the first objective of the Association appears to have said it all when it states, “to promote togetherness and goodwill and to improve the quality of life of retired police officers and other law – enforcement officers, inclusive of members of the association”.
- 7:02 The executive has agreed that the welfare of the membership of the association is paramount. The success of the delivery of this function to the membership requires that the association is seen as caring, responsible, compassionate, transparent, accessible, accountable, reliable and resolute in its purpose of serving the varying needs of our membership. The executive must therefore embark on a path of service delivery that will embody all the above ideals in conjunction with and mainly through its Zonal Chapters.
- 7:03 One might ask why so much emphasis is being placed on the Zonal Chapters. The answer appears simple. It is simply because the Zonal Chapters are the “first port of call” for the membership while accessing the services of the association. Indeed, if this is not so, this is what this Executive has in mind in rolling out its welfare function.
- 7:04 The Executive has re-modelled a welfare policy which better speaks to its vision of the delivery of this function to the membership and which outlines the responsibilities of the welfare officer and his / her assistants. This we hope, will motivate the welfare officer to deliver on his / her mandate.
- 7:05 In an effort to resist the attempt to go into more details of the expected relationship between the executive and the Zonal Chapters thereby making the document tedious to digest, the entire executive will meet with the principal functionaries of the Zonal Chapters and other officers as soon as conditions improve to discuss thoroughly the expected relationship between the executive and the Zonal Chapters.

8:00 General

- 8:01 The Executive, as stated before, is convinced that the success of this association hinges squarely on its ability to be relevant to the needs of the membership. The association has been doing a satisfactory job so far in this regard, but members are expecting more as we continue to struggle with the challenges that advance age brings. It is necessary therefore that all members get “on board”, especially those of us who have been blessed with the task of serving and servicing our membership, to deliver to our membership quality care options.

8:02 The Executive intends to roll out its services through the Zonal Chapters, in the main, as they are ideally suited to do so given their proximity to membership. This being said, the Executive would empower these Zonal Chapters, subject to its own limitations, to better prepare them for the achievement of their mandate. This includes deciding on a monthly subvention payable to the Chapters to be ratified by the membership.

8:03 Subvention

The Executive would propose to the membership for its approval that a monthly subvention be given to the Zonal Chapters from its current account. This subvention is what the Association could now afford given its other commitments. For the time being, the Association would make available to the four chapters a total sum of six thousand dollars monthly and the actual sum each Zonal Chapter would receive would be determined by the size of its membership. The Zonal Chapter with the largest membership would be given the largest monthly Subvention out of this sum of six thousand dollars (\$ 6000.00). Please see illustration below:

Total Assoc Membership	Zonal Chapter	Chapters Membership	Amt. Monthly Subvention	Percentage of Monthly Subvention	Actual Monthly Subvention
1094	Northern	490	\$ 6000.00	42 %	\$ 2520.00
“	Southern	300	“	28 %	\$ 1680.00
“	Western	240	“	26 %	\$ 1560.00
“	Tobago	24	“	4 %	\$ 240.00

Total Monthly Subvention \$ 6000.00

The Executive is further proposing to the general membership that with the exception of the Tobago Zonal Chapter, the respective sums would be utilized to pay two Welfare Support Officers the sum of four hundred dollars (\$400.00) each monthly and the remainder be used by the Executive of the Chapters to assist in paying a stipend to each of its principal officers.

With respect to the Tobago Zonal Chapter the Association is already paying a monthly stipend of thirteen hundred dollars (\$1300.00) and five hundred dollars (\$ 500.00) to the Second Vice President and Secretary of the Chapter respectively. In addition, given the size of the Tobago Zonal Chapter’s membership, the Welfare Support Officer shall receive the monthly sum of two hundred and forty dollars (\$240.00) in the conduct of his/her function.

Mongal Hazarie

General Secretary

For and behalf of the Executive of the Association.

Approved by the general membership of the Association on -----

Mongal Hazarie

General Secretary

Wellington Virgil

President