

5.3. Example of watsan committee regulation.

**COMMUNITY WATSAN COMMITTEE (CWC)
FUNCTIONS, RULES AND REGULATIONS
June 1999**

We the people of the Community Watsan committee (CWC), residing in the city of Buchanan, Grand Bassa county, Republic of Liberia, do hereby agreed to operate in the frame work of the below rules and regulations and functions to govern the Watsan facilities within the various communities.

FUNCTIONS

1 Chairman

The Chairman is responsible to set up programs and call members of the community to a meeting when the need arises and convince a monthly regular meetings. He/she is also responsible to formulate sub-committees when the need arises. The Chairman shall from time to time keep the cash box key.

2 Secretary

The Secretary is responsible to record all minutes, write and send out citations for regular and call meetings, he/she shall be accountable for all documents concerning the community shall act in the absence of the Chairman.

3 Treasurer

The Treasurer is responsible for the safe keeping of all community funds collected in the cash box, while all financial documents be in the possession of the secretary.

4 Collector

The Collector is responsible to share all information and collect all funds within the community and report same through the Chairman and Secretary to the Treasurer.

5 Advisor

The Advisor is responsible to take part in all major discussions and decisions in the community and he/she shall serve as counselor.

6 Maintenance men

The Maintenance men shall be responsible to repair and maintain every machinery or facility.

7 Caretaker

The Caretaker is responsible for the opening and closing of the pump, the cleaning of the pump area and its surrounding.

REGULATIONS

ARTICLE I : SERVICE HOURS

The pump(s) shall be opened for service from 8:AM - 12:PM. Second service from 3:PM - 9PM daily.

ARTICLE II : FEES FOR SERVICE

SECTION I : That a fee of \$5.00 LD per structure (house) be paid monthly.

SECTION II : That fee for Service refused to be paid by individual structure(s) will lead the committee to no alternative but to terminate said structure(s) services.

ARTICLE III : SERVICE PROCEDURE

SECTION I : All beneficiaries shall be served on the first come-first served bases.

SECTION II : That the maximum of two buckets in roll per person at a time will be served.

SECTION III : No pig feet drums and larger containers will be served at the pump, at any time.

SECTION IV : Children under 5 years will not be allowed to fetch water from the pump.

ARTICLE IV : SANITATION

SECTION I : Foot wear, washing of clothes, washing of face/mouth, dishes, scrubbing of pot, putting mouth to the pump directly for drinking, and bathing at the pump site is straightly prohibited.

SECTION II : No individual suffering from any communicable disease (TB, Chicken pox, measles, etc.) is allowed to fetch water from the pump.

SECTION III : At no time an individual fetching water shall carry on any public nuisance (urinating, defecating, spitting, blowing nose, vomiting) at the pump.

SECTION IV : That at no time families or any institution due to some traditional belief and premises location around the pump should bury bodies not less that 50 meters away from the pump.

SECTION V : That no individual with open sore, leaking water is allowed at the pump.

ARTICLE V : SAFETY OF PUMP

SECTION I : It is prohibited to use the housing of the pump as a seat or resting place, as it might cause damage to this base.
SECTION II : The handle of the pump is not to be used as a sea-saw for children, other than for pumping water.
SECTION III : That the apron base should not be used as a play ground, nor to be used as a tool for cracking palm kernels.

ARTICLE VI : PUMP MAINTENANCE

SECTION I : All maintenance shall be done by ACF trained personnel sent by the committee from said community.
SECTION II : Any maintenance done, its compensation will be determined by the committee members of said community.
SECTION III : To regulate the services of beneficiaries in a community, and have pump site cleaned regularly, 2/3 of the committee members shall reach a decision of hiring and compensating a caretaker.
SECTION IV : All funds collected in a community by the committee members shall be used for the maintenance of the pump(s) and other identified needs for development of the community.

ARTICLE VII : FUNDS DEPOSIT AND WITHDRAWAL

That all funds be deposited with the concern of 2/3 of the committee members including the Chairman and receipt be obtained by the Secretary.

ARTICLE VIII : CODE OF OFFICERS

That this organization be comprised of six members, namely: Chairman, Secretary, Treasurer, Collector, Advisor and two Maintenance Men.

ARTICLE IX : TERM OF OFFICE

That all elected Officer served for a term of 2 consecutive years. He/she shall be re-elected based upon the wishes of the people.
That a contested member shall not be a renter or a displace and must be influential, creative, reliable, respected, accepted, tolerance and must have interest in the community in terms of development.

ARTICLE X : PURCHASING OF SPARE PARTS

That any identify spare part(s) to be purchased, a profoma invoice be obtained and justified by 2/3 of the committee members before withdrawal of said amount.

ARTICLE XI : CONFLICT AT THE PUMP

That any conflict resulting to fighting and using profane languages at the pump are straightly forbidden.

ARTICLE XI : VIOLATION OF RULES & REGULATIONS

That whoever violates the above rules and regulations shall face a penalty according to the description of not less than 2/3 of the committee members.