ROLES OF CHAMA OFFICIALS

CHAIRPERSON

- To provide support and supervision to the members and senior team.
- To represent the organization as its figurehead.

  The Chairperson may from time to time be called upon to represent the organization and sometimes be its spokesperson at, for example, functions or meetings.

- The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.

- Provide supportive leadership
- Establish a climate of enthusiasm, openness and concern. Follow up and listen.
- Make it clear that you are concerned and accessible. Seek input and explore alternatives before making important decisions.
- Preside over regular Chama meetings.
- Make sure that members of the Chama are attending meetings.
- Make sure each member paid his/her monthly contribution and confidentially contact members who have not paid contributions.
- Keep a file of all correspondence.
- Recruit and retain members
- Make sure all members are active and involved.
- Keep in mind that ongoing evaluation of Chama meetings and operation leads to continuous improvement in the club.
- Goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your Chama was active on all fronts and clearly improved during the year.
- Continuously monitor the Chama's progress toward goal accomplishment

SECRETARY

- Taking minutes in meetings.
- Keeping files of past minutes and reports.
- Letting people know when and where the next meeting is and what it is about.
- Helping to prepare agendas for meetings with the Chairperson.
- Writing and receiving letters on behalf of the group.
- Keeping members informed of what correspondence has been sent out and received.
- Keeping a record of membership.
- Once an action has been agreed, check who is going to undertake it. It is not uncommon for a meeting to agree that action is necessary, and what that action is, without assigning who is responsible for it. You, as secretary, can ensure that this does not happen.

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- Ask for clarification of a particular point if you don't understand it. The chances are that if you don't, others won't either and, anyway, you need to understand it to minute it correctly.
    - The Chama secretary has to make necessary arrangements for the Chama meetings. These include deciding the date, venue, time of the meeting and sending invitations to Chama members.
    - One of the most important duties of a Chama secretary is to take down the minutes of a meeting. This includes noting down the important decisions or recommendations that came up in the meeting. The Chama secretary is also entrusted with keeping a record of the members who attended the meeting and those who were absent. After taking down the minutes of a meeting, a Chama secretary has to prepare a final draft, which needs to be sent to all the members.
    - The Chama secretary has to monitor the members, volunteers and keep a check on the administration matters. For example if members require to have snacks or food after the monthly meeting, the Secretary should ensure that this is taken care of.
    - The Chama secretary is responsible for preparing a roster which is to be followed by the members of the Chama. This includes ensuring that suitable dates are selected for carrying out important meetings.

TREASURER

- Chama treasurers must have a dependable record-keeping system. They must keep back-up copies of all records and make sure they get receipts for everything.
- The treasurer plays an important role of working out the Chama's budget for the next financial quarter. Again, provided the Chama records are up to date, the treasurer should be able to make informed decisions about where the Chama's money can be better spent, what areas need more, what areas could manage with less.
- **Collecting contributions** – Collecting contributions is the job of a Chama treasurer. The job of collecting contributions is simple but requires good record-keeping. Treasurers should keep a list of people who have paid their contributions.
- **Paying bills** – One of the treasurer's jobs is to pay bills for the Chama. The treasurer needs to record all bills paid and why they were paid in case further explanations are required later.
- **Preparing a Budget** – The budget is an essential document of a Chama. Though some Chamas prefer to plan an event and then find a way to fund it, doing so can cause a strain for the Chama. The Chama treasurer should insist on putting together a budget before beginning any event, trip or project for the Chama. The budget should include all expenses, even small copying and other administrative expenses.
- **Reporting Financial Information** – Chamas require a financial report from the Chama's treasurer. This financial report should include the starting and ending balances of any accounts. Any money collected should be covered, and bills paid should be listed. The financial report should be easy to understand, and the treasurer should be open to answering questions about it.
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ANY VICE/ASSISTANT/DEPUTY ASSUMES THE ROLE OF HIS/HER BOSS IN ABSENTIA

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