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MACUA BRANCH DEVELOPMENT PROCESS

The MACUA branch is the most important structure in the organisation. It is the basic unit of the movement and branch representatives elect and hold all higher structures to account. MACUA strategies, policies and programmes should be debated in branches before decisions are made at regional, provincial and national conferences.

Branch General Meetings

The purpose of the branch meeting is to:

- Discuss and make decisions on all your campaigns and activities to advance your struggle.
- Elect and mandate representatives to regional, national and provincial meetings
- Receive report backs on regional, national and provincial meetings
- Discuss key political issues of the day
- Bring together the members and to build a unity as a branch. Through having active campaigns and programmes

When and Where?

- Branch general meetings should happen **at least once a month** at a time that best suits the local conditions.
- It is important to set a regular day and time, for example, the first Wednesday of the month from 7.00pm to 9.00pm. This way everyone will always know when the meetings are.
- It is useful to always have your meeting at the same venue. This means you do not have to send out notices for meetings and that could save you a lot of time and energy.
- The meeting should not last longer than two hours. If you have very long meetings, you will find that people will start arriving late for them. Long meetings are also difficult for women to attend because they do not have as much free time in evenings or on the weekends.
- Make sure that the venue you use is central and easily accessible for people. It could be a school or a church or community hall.

Agendas

- It is very important for the Branch Executive Committee (BEC) to plan branch meetings properly and to prepare them well.



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- There should be a clear agenda for the meeting which should be explained right in the beginning.

In all your meetings you should also do the following:

- At the beginning of the meeting ask if there are any new members who are attending for the first time. Let them stand up and introduce themselves and formally welcome them.
- If possible serve some refreshment - a cup of tea at the end of your branch meeting so that it gives people a chance to get to know each other.

BEC Meetings

- It is best to keep your BEC meetings to around two hours.
- Minutes of the previous meetings must be checked for follow up and to identify issues that need attention.
- The Branch Coordinator must ensure that discussions are linked to clear outcomes and that responsibility is assigned for each decision.
- A good BEC will encourage multiple members to take on and share responsibility.
- Ensure that the Treasurer reports on any funds received and how that funds were used.
- End your BEC meeting by planning the next branch meeting and discussing agenda items.

The Annual General Meeting

The purpose of a AGM:

- The AGM must be held **every 18 months**.
- The AGM is the only meeting where you may elect leadership for your branch.
- The AGM must also adopt organisational reports from the branch coordinator and secretary and a financial report from the treasurer.
- It is a chance for the branch to review the past years' activities and to look at future plans.
- It is also the chance for the branch to elect new leadership.

Preparing for your AGM

- A branch requires a minimum of 50 members to qualify as a branch and to send a voting delegate to the National Conference.
- One voting delegate is allocated for every 50 members.
- You have to get a minimum of 25 members to attend the AGM to have a quorum to send one voting delegate.
- This can be very difficult, so organise and publicise your AGM long in advance.
- Take lapsed members out of the records.
- The reports that have to be delivered by the secretary and the treasurer should also be properly prepared.

How to organise a AGM

- Book a venue that is big enough to accommodate at your members.
- Work out how to inform members and do it well before the meeting.



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- **Inform the Province.**
- Get donations for refreshments if possible.
- Book a keynote speaker if you want to have one or make sure that you get someone from the provincial leadership to attend your AGM
- Draw up an agenda.
- Prepare all reports
- Recruit volunteers to assist with the elections and make sure that you get an **election officer from the National Office.**
- Prepare Membership List.
- Membership list should include Membership Number and Name
- Attendance should be checked against the membership list.
- Attendance should be confirmed by the election officer on presentation of an ID matching the membership Number and Name.

Agenda for your AGM

1. Welcome and opening - Branch Coordinator
2. Report of branch activities for the past year - Secretary
3. Financial report - Treasurer
4. WAMUA Coordinator report
5. YAMUA Coordinator Report
6. Discussion on reports
7. Guest speaker
8. Questions
9. Elections - nominations and voting
10. Break with refreshments
11. Cultural item
12. Announcement of new executive
13. Brief input from the new chairperson
14. Closure and vote of thanks

The Branch Executive Committee

- You need to have executive members who will be elected and tasked to perform a leadership role and will do specific things that will take the organisation forward.
- The branch executive committee is **elected every 18 Months at the Annual General Meeting.**
- It consists of a Branch Coordinator, Secretary; Deputy Secretary; Treasurer and Organizer.
- The constitution spells out the role, powers and responsibilities of executive members.
- The officials on the BEC are directly elected by the branch AGM.
- The main tasks of the officials are the following:

Coordinator

- **Convene and chair all BEC and branch meetings**



- Draw up the agenda for BEC and branch meetings with secretary
- Represent MACUA at a public level
- Build a strong and united branch
- Together with the treasurer take responsibility for branch money.
- Represent the organisation on other structures and in public
- Deal with conflict, disciplinary issues and problems members may have with the organisation.
- Spend time on strategising and planning as well as monitoring progress of the organisation.

Secretary

- Co-ordinate the implementation of the branch programme of action
- Ensure that all BEC subcommittees are working well and monitor the implementation of their tasks
- Send out meeting invitations and circulars
- Keep minutes of meetings
- Draw up meeting agendas together with the coordinator
- Deal with correspondence and respond to invitations
- Write branch reports and receive reports from the Province and National
- Remind people of their tasks between meetings
- Respond to members' queries and needs.
- Communicate with members, organisations and important stakeholders in area

Treasurer

- Bank and record all incoming money
- Manage petty cash and record all expenses
- Collect and safely store all receipts and invoices
- Draw up financial reports
- Look after and keep records of all branch assets.

Coordinator's guide

The chairperson has a number of key responsibilities. They are:

- Running good meetings
- Building membership
- Promoting the MACUA image and profile
- Dealing with conflict

Running good meetings

- The way your branch meeting is run is very important for the participation of members. If the meetings are badly chaired, long and boring, people will stop coming. If you allow complicated debates between individuals that exclude everyone else most people will not participate.
- It is your role as the chair to run meetings in such a way that all your members feel comfortable and empowered to participate and that no one, including you, is allowed to dominate.

Here are some tips for chairing meetings:



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- Always explain the agenda to everybody and make sure the procedures that will be followed in the meeting are clear so that people do not bring up points under items where they do not belong.
- It is a good idea to allocate a period of time to each point on the agenda so that people are aware that they cannot spend too long on one item.
- Ask people to keep inputs, reports questions and anything else as short as possible and where necessary, sum up what has been said.
- It is not necessary to sum up if somebody has given a clear report. This only makes the meeting repetitive and boring and wastes time.
- The Coordinator's role in the meeting is not just to organise the order of speakers. You must try and facilitate good, democratic decision making and a clear process.
- It is very important that you do not just point from one person to the next indicating who has to speak next but that you sum up by example saying that there are now 2 positions on the floor and outlining them.
- Remind people that they have to reach a decision. Try to structure the discussion in a way that helps decision-making.
- The way you chair the meeting will set the tone for how people participate. Be friendly, warm, open and at the same time, be firm.
- Do not be too tolerant of people who are wasting time and pursuing their own agendas when other people are no longer interested.
- Close the discussion in a firm and friendly way.
- Do not cut people short simply because you disagree with what they are saying. Let them have their say.
- When people go off the point be gentle when you try to bring them back to the point. Never humiliate or undermine someone in public.
- When you are dealing with complicated issues it is best to get somebody to give a clear and short explanation and if you need to have a thorough debate about it break people into small groups so that everyone can participate.
- Even if you start a meeting late try to finish at the time you promised people. Remember that people have commitments and responsibilities and that you make their lives very difficult if you keep them later than they said. This applies to women especially as they have more responsibilities with children.

Building membership

- As the leader of the branch, you have a very important role to play in extending the membership of the Movement.
- The way you relate to members of the branch is a key part to this. For many people you will be a role model and your behaviour will influence the way they behave as members.
- As the local leader of MACUA you are also a very powerful person who can destroy people's confidence or belief in the organisation. Therefore, a serious responsibility rests on your shoulders.
- It is very important that our leaders at all levels are as open and approachable as possible.

- It is our role to encourage new members to participate and to develop the full potential of all our members.



- In many areas branch leadership start behaving like gatekeepers who want to keep all the resources and all the power to themselves. Leaders like these are scared of enthusiastic and energetic new members and see them as a threat. Our movement can never grow if this is our approach. As a branch coordinator you have to behave like a very good soccer coach not like a bad boss or a military commander.
- It is your job to get the whole branch team to play together to develop their individual talents and to use people in the positions that they can contribute most to the performance of the movement as a whole.

Some tips follow below:

- Make all newcomers feel welcome and find out their interests and skills
- Pair new members up with more experienced people so that they can learn and succeed in what they are doing
- Remember to thank and praise people even for small contributions
- Make sure that old members do not get into cliques which exclude newcomers
- Don't make people feel stupid because of their lack of experience
- As the leader of your local MACUA branch you are the public face of the MACUA. You will represent MACUA on many different forums and whenever there are public meetings or events you will be in the public eye. This means you are responsible for MACUA's image and profile in your local community.

Here are some examples of things that you can do to increase MACUA's image and profile:

- Make sure that you and other branch leaders get involved in local community issues and play a key role in addressing the problems of the community.
- Assist other organisations wherever possible.
- Do not undermine and compete with other organisations when it comes to addressing the needs of the community. Rather try to develop relationships and partnerships that benefit everybody.
- Listen to other people and work out constructive solutions.
- Celebrate with your community as well so that people don't only associate you with problems.

Dealing with conflict

- As the coordinator of the branch, you must avoid getting involved in conflict at all costs. Both within the community and within the branch.
- It is your role to resolve conflict and to bring differing groups together and not to contribute to conflict.
- When you are dealing with conflict it is very important to stay as neutral as possible and even if you believe one side is right you must not take sides publicly.

Branch Secretary's guide

- The role of the secretary in the branch is much more than just being a good administrator.

- The secretary has to manage the plans of MACUA and to make sure that they are turned into action. This means that all the processes in the branch have to work properly.



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- The secretary must have an overall picture of all the different meetings of subcommittees, executive and branch and how they fit together and of the different plans and records of subcommittees.
- The secretary should manage how the different committees communicate to the executive and to the branch as a whole.

Here are a few tips for your work:

Communication with the executive

- The secretary is responsible for convening executive meetings and for making sure that everyone is well informed of the date, time, venue and the issues on the agenda.
- It is not necessary to send documents to BEC members before meetings, but they should be aware what the key issues are that will come up for discussion at every executive meeting.
- It will simplify your life if your BEC agrees to have its meeting on the same night so that people can book the dates long in advance.

Monitoring role in the executive

- It is very important that the secretary follows up on BEC members who are absent without apology or who miss a few meetings even with apologies.
- You must also follow up if BEC members do not report back on events they have attended.
- The secretary is also responsible for communicating with BEC members in between branch meetings about the tasks that they took on.
- It is not good enough only to deal with reports at the BEC meeting when people may just report failure or simply not attend to avoid admitting that they have not done their task.
- The secretary should follow up on the task list from the last meeting before the next meeting happens so that he or she can assist if people are failing to do their work.

Communicating with members

- The secretary must see to it that members know where and when the regular branch meetings are. The branch meeting is the most direct form of communicating with our members.
- If your branch can afford it, it is very useful to have a branch newsletter that goes out once a month. This can even just be a brief report sent to members via WhatsApp.
- Many of our members never attend branch meetings but still wish to know what is happening in the movement, in the branch and in the community.
- Another way of communicating with members is to call special general meetings once every quarter or so where you organise a more high-profile activity than the official branch meeting.

- This is a way of re-involving old members or members who do not like attending branch meetings.



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Communicating with the broader community.

- It is very important that we maintain contact with the community on a regular basis.
- Regular communication means that we keep the community up to date with the most important developments in the area.
- The easiest way to stay in touch is to call community meetings around specific issues.
- We can also use notice boards, newsletters and sectoral outreach work like speaking to schools, to workers in their workplaces and so on, so that we stay in touch with the community.
- Make sure that the meetings or communications with the community are about things that they will really be interested in and do not waste their time.
- It is also our role as MACUA to inform our people about their rights and about developments in the area.
- This is something we must do to the whole community and not just our members because we can win new support through this work.

Deploying members and making sure they get involved

- The branch secretary should manage the human resources of the branch and make sure that members get involved in activities and sub-committees.
- Develop a form and a data base for members to volunteer for areas of work that interest them.
- Ask all new members to fill in forms and then set up a data base on computer or in a book.
- Write each type of work or subcommittee on a separate page and then put the details of all the members who are interested in that type of work on that page.
- Give the list to the coordinator or BEC member responsible for that work.

Good agendas

- It is your task as the secretary to draw up the agendas for BEC and branch meetings.
- It is best to do this together with the coordinator since he or she has to chair the meeting.
- The agenda for the branch meeting is discussed in the manual and here is a sample agenda for the BEC meeting.
- Please remember that the BEC meeting should discuss most of the administrative issues and many of the reports.
- Only key things should be reported back to the branch meeting.

AGENDA FOR BEC MEETING

1. Welcome and introduction
2. Review tasks set at last meeting (Matters arising from the minutes -list of the tasks)
3. Reports on tasks and meetings attended by BEC members

4. Discuss problems/difficulties the branch is facing
5. Share information from National and Provincial and any correspondence
6. Political and news update -a brief discussion on local or national issues
7. Plan for the way forward and new tasks (Summary of the tasks that have arisen from the meeting)

How to keep minutes

- Keep all your minutes in a minute book that is brought to every meeting.
- The minutes must record:
 1. The date of the meeting
 2. Who attended and who sent apologies?
 3. The main points of discussion and reports
 4. The decisions and action plans that were taken on each of those main points.
 5. Who must do those tasks and by when?
 6. The date of the next meeting.

Filing

- The work of the BEC is becoming more and more complex because of all the information available to us and all the correspondence and documents that the branch receives.
- Filing is easy if you don't let it pile up but do it on a regular basis.
- The branch secretary should have a filing system that has at least the following files:
 - Correspondence received should be filed in date order with the latest date in the front of the file
 - Outgoing correspondence should be filed in date order with the latest date in the front of the file.
 - In the Correspondence received file there should be a cross reference to the outgoing correspondence file so, for example, if you received a letter and wrote a response to that letter write on the received letter "Received date, replied date"
 - Minutes of meetings.
 - Reports of branch activities
 - Document file for each of the subcommittees
 - Useful information: here you keep records of things like venues (with prices, contact people for the venues, addresses) caterers (their addresses, prices and contact people) taxi and transport services, printers and so on.
- You can use file separators to make this an easy file to use.

Records

- The secretary should supervise the recruitment committee's work and make sure that branch membership records are kept in order.
- These should be updated regularly to take lapsed members out of the records and to make sure that they are followed up and encouraged to renew their membership.

- It is also useful to analyse your records and categorise members in terms of sectors or interests. This you can do in a separate book where you have one page for every sector or interest, and you write down the member's name for that. So, for example, you should have a page headed Teachers and write their names on it, or Businesspeople on another page and so on.
- You record useful information in the Useful Information file described above.

Databases

- You should make sure that important information on the are or mining companies are kept up to date and in a central place where people who are working on related issues have access to it.
- Other databases that you should have in the area are on:
- Organisations that do useful work
- Emergency services for crisis situations
- Relevant government departments in your area (e.g. DMRE, Home Affairs, Welfare and so on)

The MACUA membership system

- Membership of MACUA is open to all individuals affected by mining, irrespective of Gender, Race, and Creed, who accept its principles, policies and programmes and are prepared to abide by its Constitution and rules, works actively in it, carries out the organization's decisions and observes its discipline.
- **New Members have to apply** to belong to a branch and have their membership approved by that branch. Membership must be renewed every second year.
- National office sends membership books to branches.
- Branches receive and sign for the numbered membership books
- Members are recruited locally by branches using the membership books.
- Members fill in a form and are given a temporary yellow membership slip-as a form of proof.
- The recruiter must explain branch meetings and activities and invite the member to attend.
- Once the membership book is filled, the branch must deposit the monies in the MACUA main account at an FNB branch.
- Branch slips are taken out of the membership book and filed by the branch so that you have a record of your members and can invite them to branch meetings.
- The Book is returned to the national office.
- The membership is approved, and a card is printed at the national office
- Branches collect their cards from the national office and hand them to members.
- Remember that your branch can only have a quorum for important meetings like AGMs and candidate nomination meetings if 50% plus one member attends.
- You must recruit people who are interested in becoming involved in branch activities - not just supporters who never want to come to meetings.

Member induction, education and training

- All new members should be inducted into the organisation through a discussion



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about the history of the MACUA, its principles and values, its strategy and tactics, and its structures and activities.

- Hold monthly workshops to induct new members.
- Develop a set programme for these workshops, and put together any MACUA documents or other resources which would be useful for the induction.
- Introduce newly-inducted members at the next Branch General Meeting, and introduce them to the chairs of any committees or task teams to which they have been assigned.
- If possible, choose an experienced cadre who would be able to assist new recruits and 'mentor' them for their first few months in the branch.
- From the BEC member to the National Executive Committee (NEC) member, all MACUA members need to continually develop their political skills and understanding.
- Member development takes place in a number of ways. Most importantly, it takes place through active participation in the activities of the branch – by developing campaign strategies, grappling with conditions on the ground, getting the views of ordinary people, assessing weaknesses and strengths within the organisation, and by confronting problems and seeking solutions.
- Membership development also takes place through formal political instruction, through debates about important theoretical and practical issues of the day, through reading discussion documents, writing discussion documents and keeping abreast of important public debates.
- Set up a branch Political Education Committee. Identify the areas in which branch members would benefit from political education. Choose debates on theory (such as Strategy and Tactics) on strategy (such as how to mobilise certain communities); discussions on organisational skills (such as how to run an effective project); or training on practical campaign skills (such as writing a pamphlet or preparing a budget).
- Draw up a programme of political education, ensuring a balance between the different areas and forms of political education and skills training.
- Identify experienced members or ones with special skills who can facilitate discussion or training. Also gather together all the information, documents and reference material that could assist the training.

WORKING IN THE COMMUNITY

This section concentrates on the work branches should be doing in the community. It covers the following:

1. Understanding your community and doing a community profile
2. Outreach work with your community
3. Meetings and direct contact
4. Outreach to sectors
5. Networking

Understanding your community and doing a community profile

- **Branches can only be successful if they understand the communities and the people they have to organise.**



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- You can only be effective if you go to the people you want to organise, learn from them, understand their conditions and work for change at a pace that they can accept.
- You probably think that you know your constituency well and have many opinions about what people see as their problems and what their attitudes are.
- Remember that leaders and activists often see the world differently from ordinary people.
- It is very important that you do research to really find out what people see as their problems, how they see solutions and what their attitudes are to change.

Key things you should find out

- There are many ways to do a community profile.
- It is best to write down everything you find out and to update it regularly.
- A community profile should be a branch resource and the BEC should always look at it before planning programmes or campaigns for the year.
- It will help you to make sure you address the correct issues in your area.

Here is a broad list of the types of things you may want to know. It is divided into three:

- The people in your community and the problems they experience
- What exists in the community - the physical environment?
- Community life - what else is happening in the community

The people in your ward and the problems they experience

- Use meetings, interviews and official sources to find out as much as you can about:
- People's practical needs and problems - concentrate on issues like housing, water, electricity, roads, transport, health services, education, social grants, childcare and facilities.
- Issues that worry or concern them - these could be things like crime, violence, youth and HIV/AIDS, etc. o Their hopes for the future - what changes do they long for and what basic improvements do they want in the area.
- Their attitudes towards, and opinions about plans and proposals from government, especially local government.
- Facts and figures about age groups, gender, employment status and income

What exists in the ward - the physical environment?

Make a list of what exists, what the problems are and what is planned for the future. Look at things like:

- Types of housing
- Basic services like water, sanitation and electricity
- Schools
- Roads
- Health services: hospitals, clinics, ambulance
- Firefighting services

- Police services
- Postal and telecommunication services



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- Sport, parks and other recreational facilities
- Municipal facilities (pay points and service centres)
- Shops, Markets and Banking Facilities
- Factories and other places of employment
- Places of Worship
- Community Halls
- Transport services

Community Life - What else is happening in the Community

Make a list of all the organisations you can think of. Ask any organisations you meet to give you contact details for others they know of. Think of the following:

- School Governing Bodies
- Community Policing Forum
- Civic Organisations
- Religious organisations
- Youth organisations
- Women's organisations
- Business organisations – including taxi and hawkers' associations, etc.
- Burial societies, stokvels and other credit and saving organisations
- MP or MPL constituency offices
- Traditional leaders; Traditional healers
- Sport and cultural clubs
- Shebeens and other social spots
- Gangs, crime, taxi rivalries and loan sharks

How to collect information about your community.

Now that we have an understanding of what information you need to understand your community, we will look at how you go about getting this information. You can get information from official sources, through community meetings or by doing interviews and research yourself.

Official sources

- Schools and Crèches can provide enrolment figures as well as gender breakdowns
- Hospitals and clinics can provide details of admissions and details of the major health problems facing the community
- The local Police Station can provide crime statistics • The Municipality can provide details on:
 - Registered voters from the voters roll or Plans to develop the area
 - Payment levels for services
 - Backlogs in the provision of services
- If the council has completed its Integrated Development Plan it may be able to provide fairly accurate details on population size, employment status and plans to develop the area.

- You can visit the website of the Municipal Demarcation Board at www.demarcationboard.org.za. There is a breakdown of information from the last population census for each Local Council Area.



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- Check with both non-governmental and government agencies for any studies conducted in the community you work in.
- Ask community development workers, councillors and ward committees in your area for information

Community meetings

- Community meetings can be called to hear the views of people on a particular issue. For example, a meeting of the community could be called to discuss the SLP of a mine.

Doing your own research

- Most people do not attend meetings and if you want to get reliable information on people's needs, attitudes or views, you will have to go to them and ask.
- When you do research by going door-to-door with a set of questions, it is called a survey.
- You do not have to visit everyone, but must see enough people to get a representative sample of the views in the community.

Outreach work with your constituency

This section deals with:

1. Meetings and direct outreach to people in your areas
2. Outreach to organisations and sectors
3. Networking

- Community outreach work means staying in touch and communicating with the people in your area.
- This work is best done through other organisations since most people belong to churches, clubs, etc.
- When you stay in touch with organisations in an ongoing way, it is called networking.
- When you target a sector, for example churches, for outreach work, it is called sectoral outreach.
- You should also try to reach people more directly - through pamphlets, information tables, house and street meetings, forums, etc. This is called direct contact.
- People should be at the centre of our branch work.
- All activities must aim to get to them, hear their concerns, assist with their problems, report and consult and to persuade them to act against injustice.
- Personal contact is the best way of keeping in contact.

When you organise an event always think of the following questions:

- How can we reach new groups and not just strong MACUA members?
- Will the event give us good publicity or directly reach lots of people?

We will now deal with different methods that can be used for events and outreach.

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Meetings and direct outreach to people

- There are many different types of public meetings you can organise.
- It is important to think about your target group and the funds available before you decide what type to use.
- The most expensive type is a rally where you need lots of people, transport, a stage and an expensive sound system.
- Rallies are best for motivating strong MACUA members – they are not very useful for informing or reporting to people, consulting your community or winning over new support.

Outreach to organisations and sectors

- Ongoing outreach work is the most important task for branches.
- You have to stay in touch with what is happening in your community.
- The branch should actively participate in important meetings and forums that affect development in the community.

Here are a few tips for outreach to organisations and sectors:

Attending meetings

- Members of the BEC should try to attend all important public, civic, local development forum and community police forum meetings. It is a very visible way of showing interest in the community.

Meeting organisations leaders

- Develop a systematic plan to meet all the key people and organisations identified on your contact sheets and to discuss their problems and programmes with them.
- The BEC should also visit government departments and key civil servants to assess their service delivery in the area. Write to them to ask for appointments.
- Inspections
- Organise site visits to inspect problems in the community. These could be things like school registration day, areas where waste is dumped, support groups for people living with AIDS, clinics, flooded areas, etc,

Intervening on local issues and development

- The branch should participate in local campaigns, take local issues up at other levels of government and get involved in solving local problems.
- Work with other organisations that are already active in the area.
- It is very important to get involved in local development projects to monitor and provide oversight.

Helping welfare and other organisations

- Assist with fundraising events and other activities of welfare and other community organisations.

Targeting a sector

- Use the sheets on organisations in your area to help you target a specific sector



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for outreach work -for example all high schools, all churches, and specific welfare organisations.

- Use the contact person and ask them to invite a branch leader to address them.
- Organise a discussion forum on, for example, economic development and
- invite all traders and hawkers
- Target a sector for work and find out all the events they have planned -make sure branch members attends their events -for example church fete, opening of school hall, etc.

Networking

- Networking means staying in touch with organisations and key individuals who can affect your work or make it easier.
- Networking can serve many purposes and can help you to:
 - Build partnerships with civil society
 - Build alliances that will strengthen your work.
 - Stay in touch with developments in your area.
 - Get access to information that will help your work.
 - Influence other organisations to take up and support your issues.
 - Influence individual decision-makers

Systematic networking

- Networking should be an ongoing and systematic part of your work.
- It is important to build up a system that can be used for networking.
- It is best to gather all the names of organisations and individuals, their contact details and their areas of interest.
- Then you should divide these lists into categories or topics.
- You should think about all the different sectors in your community and put in the ones that you should network within each sector you will then have to list the relevant organisations or individuals. For example under the health sector you may want to list the clinic, the municipal health committee, the local Red Cross society and local doctors.
- Examples of sectors are:
 - Political groups or parties
 - Education
 - Business
 - Burial societies
 - Unions
 - Health
 - Credit clubs
 - Service organisations
 - Religious Welfare Sport Cultural
- Networking works best if you have individual contact people you work with in each organisation.
- It will also help you if this individual who understands your work and is sympathetic to your issues.
- Meet with the leaders of these organisations and make sure they are represented on forums and in consultation meetings.
- Have consultation meetings with their members to discuss their problems and campaigns.

- When you develop your communication strategy for a campaign, make sure that information goes directly to these organisations.

