



**Central Region African  
Ascendants Association Ghana**



# MEMBER HANDBOOK

"Empowering Diaspora, Enriching Ghana and Africa"



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**CRAAAG ORGANIZATION MOTTO**

*"Empowering Diaspora, Enriching Ghana and Africa"*



**CRAAAG PRINCIPLES OF LEADERSHIP MOTTO**

*"Championing Diaspora Integration, Enhancing Ghanaian Society"*

*Akwaaba!*

# Central Region African Ascendants Association Ghana



## *Welcome to CRAAG!*

We are thrilled to welcome you to the **Central Region African Ascendants Association of Ghana (CRAAG)**. As a new member, you are now part of a vibrant community dedicated to supporting each diasporan on their journey of living in Ghana and reconnecting with our Ghanaian family. CRAAG will be your information hub about Ghana life, culture, traditions as well as serving as a place for all diasporans to discuss their experiences and express their ideas about living in Ghana. CRAAG offers you many opportunities to be active and make meaningful contributions in your new home through committees that benefit both our members and our neighboring Ghanaian communities in the Central Region.

Briefly the committees are:

- **Akwaaba (Welcome) and Welfare Committee** – ensures the well-being of members, provides support and resources during times of need.
- **Agriculture Committee** – focuses on food security, agricultural initiatives and sustainability
- **Business Consortium** – focuses on business development and identifying opportunities for financial sustainability and partnerships
- **Citizenship Committee** – provides information and assistance in applying for and receiving citizenship in Ghana
- **Education & Awareness Committee** – provides educational outreach, advocacy and promoting CRAAG's aims and objectives
- **Projects & Events Committee** – organizes various social and cultural events and special projects

We encourage you to explore and participate in one or more committees and upcoming events. Your input and presence will enhance the CRAAG community experience.

A handbook is provided to help guide you through the membership process. If you have any questions, feel free to reach out to us at [CRAAG.membership@gmail.com](mailto:CRAAG.membership@gmail.com). We are here to help!

Welcome aboard and welcome to your new home Ghana. We look forward to getting to know you!

Sincerely,

The *Akwaaba!* Committee

## PURPOSE OF THIS HANDBOOK

This handbook contains information on organization activities, operation, policies, and procedures for the sole use of Central Region African Ascendants Association of Ghana (CRAAAG) members. Please note that any information contained in this handbook is subject to change at any time.

## MISSION

The mission of the Central Region African Ascendants Association of Ghana (CRAAAG) is to be the primary vehicle for the support of the integration of Africans returning from the Diaspora into life in Ghana's Central Region, and to bring to bear the diversity of our resource base in the furtherance of Ghana's and Africa's development for our mutual benefit.

## VISION

The vision of CRAAAG is to become the primary and most prominent African Diaspora vehicle for the re-entry of Africans from the Diaspora, into the cultural, social, economic, political, educational, and spiritual realities of Ghana and Africa in general.

At the same time, we aim to work toward the sustenance and advancement of our community here in Ghana by supporting our families, our businesses, and professions; and by honoring our historical memory and cultural traditions, while continuing to fight for our legal and human rights in the recognition that we share a peculiar familial relationship borne of our common struggle outside of Africa as a historically unique people. We intend to work to ensure that our contributions to Ghana, in particular, and Africa, in general, are recognized and acknowledged, while at all times maintaining a posture of respect toward our brothers and sisters in Ghana who have extended a hand of kinship to us in welcoming us back home.

CRAAAG sees itself as part of a historical and irreversible movement of African people from the Diaspora to reconnect to the Motherland, and is committed to positioning itself to play a major role in the realization of this vision of reconnection.

## CORE VALUES

1. **Unity:** Fostering a sense of togetherness and collective effort among members
2. **Respect:** Maintaining mutual respect towards Ghanaian society and among members
3. **Cultural Preservation:** Honoring and preserving our African heritage and cultural traditions
4. **Transparency:** Ensuring openness and honesty in all organizational dealings
5. **Advocacy:** Promoting and protecting the rights and well-being of African Diasporans
6. **Innovation:** Embracing new ideas and technologies to advance our mission



## AIMS AND OBJECTIVES

CRAAAG is non-sectarian organization with the following objectives:

1. Create a positive image of Africans from the Diaspora in Ghana, Africa and in the Diaspora.
2. Promote the re-integration of Africans from the Diaspora into African Culture and society.
3. Encourage the respect for basic, civil and human rights of all Africans.
4. Promote and honor the positive values that evolved from the African Diaspora's experience in the North, South, Central & Caribbean of the America's and elsewhere.
5. Promote universal spirituality within the organization.
6. Encourage transparency and goodwill in all dealings within and outside the African Diasporas community, especially as it concerns business of the organization and interaction with one another.
7. Embrace Pan Africanism; broadly defined to enhance interaction that mutually benefits one another.
8. Educate Ghanaians about Africans in the Diaspora and the African Diaspora experience as a "Historically Unique Group".

## A BRIEF HISTORY

In 1996 a small group of Central Region diasporans from the U.S. came together to form a committee to address the issue of citizenship in Ghana. It was called the **African American Descendants Committee**. Although leaders like Kwame Nkrumah and Jerry Rowlands extended an open invitation to diasporans, in particular, those who were descendants of enslaved Africans, to return to Ghana to live, the government was not quite prepared to process requests for citizenship by diasporans from the West. These unique diasporans were at times faced with the threat of deportation if a disgruntled Ghanaian complained about their behavior or accused them of something illegal. So early on in accepting Ghana's generous invitation to return, citizenship became a real security issue and one that would continue to be a focus of the group going forward.

As more diasporans moved to Ghana's Central Region, the committee grew and expanded to become the **Central Region African American Descendants Committee**. The activities expanded to housing, business and living conditions for diasporans. Around 2006, the committee decided it was time to formalize into a full-fledged organization with officers, committees, special projects, and events. An important topic of discussion was the word "descendant" and whether it really fit the mission and vision of the organization. It was decided that it would be replaced with the word "ascendant", which means "rising in power and influence", and more appropriately describes the forward-thinking organization the group was molding into shape. Africans from the Diaspora and Ghanaian partners ultimately established the **Central Region African Ascendants Association of Ghana or C.R.A.A.A.G.** to promote integration and mutual development in Ghana.





Membership

## MEMBERSHIP INFORMATION

### WHO CAN BE A MEMBER

Membership is open to peoples of African ancestry including Africans from the Diaspora, Ghanaian and other African National living in Ghana.

### HOW TO APPLY

Interested persons should send a request to [CRAAAG.membership@gmail.com](mailto:CRAAAG.membership@gmail.com) for an application form. A link to the online application form will be sent to you. All information will remain confidential and will only be used for CRAAAG related purposes.

Membership Application Fee: GH¢ 50.00 (50 Ghana Cedis)

### INTERVIEW AND ORIENTATION

A member of the Akwaaba (Welcome) and Welfare Committee will review your application and contact you to schedule an interview and orientation. New members will attend an orientation session either in person or by virtual meeting.

### BENEFITS OF JOINING THE CRAAAG COMMUNITY

People living outside their home country are often referred to as expatriates or expats for short. When enough expats come together they form an organization or community to share experiences, support each other, and navigate the challenges of life abroad. In the Central Region of Ghana, West Africa, that community is CRAAAG. Our group includes Ghanaians and other African Nationals living in Ghana who can give diasporans firsthand knowledge of local customs, traditions, and history, making integration into your new home easier to understand and navigate. We have our local group that offers both in person and virtual meeting space to keep members up to date on CRAAAG business and activities. We also have online forums such as WhatsApp, where members can share CRAAAG programs and events as well as event photos, awards, family milestones, etc. Other benefits include:

**Emotional Support** – Moving to Ghana can seem overwhelming and isolating in the beginning. The CRAAAG community can provide emotional support by connecting you with others like yourself (from your home country) who understand the challenges you face and are there to help you navigate your new world.

**Practical Advice** – Our community can provide practical advice in a variety of areas such as housing, transportation, doctors, hospitals, residency, citizenship, etc.

**Social Connections** –Build new social circles through our events, meetups, committee activities, programs, and projects. Stay connected with the latest news and information on our WhatsApp and other social media platforms. You also get -

- ✓ Free entry to CRAAAG Events
- ✓ Discounted entry to CRAAAG Partnered Events
- ✓ Assistance with integration opportunities such as citizenship

**Central Region African  
Ascendants Association Ghana**



*Please join us!*



**GENERAL MEMBERSHIP  
MEETING INFORMATION**

1st Sunday of the Month

1:00 PM

Mabel's Table  
Restaurant and  
Guest House



Takoradi Road

Elmina, Ghana

+233 020 821 0027

For more information contact:

Kofi Brian Gray

Secretary

+233 024.965.9786

[CRAAG.membership@gmail.com](mailto:CRAAG.membership@gmail.com)

## MEMBERSHIP TYPES

Membership categories include individual, family, and corporate.

## MEMBERSHIP ENTITLEMENTS

1. Voting
  - a. Voting is limited to those members in good financial standing
  - b. Those members entitled to vote may do so by way of a “proxy.” The Proxy shall be in writing, either signed by the member entitled to vote or contained is a self-authenticating email or facsimile. The Proxy letter shall be delivered to another CRAAAG member entitled to vote, and its duration shall not exceed three months. Prior to the exercise of the Proxy, it must be delivered to the Secretary. Any revocation of the Proxy shall be in writing, either signed by the member entitled to vote or contained is a self-authenticating email or facsimile and delivered to the Secretary.
2. Debating and Making Motions
3. Election to Office
4. Submit Proposals (for Projects, Programs, Events, and other Activities)

## DENIAL OR REVOCATION OF MEMBERSHIP

Membership in CRAAAG may be denied or revoked if just cause is presented to the members, that a person, being either a potential, existing or previous member, has committed acts which are not directly in the best interest of CRAAAG or which might discredit CRAAAG and its objectives. A decision to deny/revoke membership shall be made by the Akwaaba Committee, the Disciplinary Committee, and a majority vote of the membership at a duly noticed meeting.

## MEMBER RESIGNATION

A member may resign at any time by giving written notice to the Secretary at [CRAAAG.membership@gmail.com](mailto:CRAAAG.membership@gmail.com).

## DUES GENERAL POLICY

1. Annual dues are GH¢ 300.00 (300 Ghana Cedis)
2. Dues shall be paid annually in January
3. The CRAAAG fiscal year shall be from January 1st to December 31<sup>st</sup>.
4. Dues shall be used to fund all CRAAAG activities including operations, committee work, events, programs, and special projects.
5. Membership voting privileges are subject to suspension when dues are not current.
6. Privileges including the election to office, debating, making of motions, voting, and submitting proposals shall be limited to members in good financial standing.



# COMMITTEES



## **COMMITTEES**

CRAAAG offers several opportunities for members to participate and contribute to the operations of the organization, the well-being of fellow members and for investment, development and growth in Ghana.

### **AGRICULTURE (AGRICULTURE AND FOOD UNIT)**

Role: Focuses on food security, agricultural initiatives, and sustainability.

Power: Proposes agricultural projects and food-related initiatives for community engagement.

Limitation: Subject to approval by the Executive Team.

### **AKWAABA AND WELFARE (WELFARE UNIT)**

Role: Ensures the well-being of members, providing support and resources during times of need.

Power: Facilitates welfare activities and manages welfare funds.

Limitation: Requires financial approval for large-scale initiatives

### **AKWAABA AND WELFARE (HEALTH AND WELLNESS UNIT)**

Role: Promotes physical and mental health initiatives within the organization.

Power: Organizes health events and wellness programs.

Limitation: Restricted to approved budgets and resources.

### **BUSINESS CONSORTIUM (BUSINESS UNIT)**

Role: Focuses on business development, identifying opportunities for financial sustainability and partnerships.

Power: Proposes business initiatives and strategies for approval by the Executive Team.

Limitation: Cannot finalize agreements without the consent of the Co-Convenors and Executive Team.

### **EDUCATION AND AWARENESS (EDUCATION AND PROPAGANDA UNIT)**

Role: Responsible for educational outreach, advocacy, and promoting the organization's objectives.

Power: Planning and execution of educational programs and campaigns.

Limitation: Must seek approval for messaging from the Marketing and Communications Unit and the Co-Convenors.

### **MARKETING AND COMMUNICATIONS UNIT**

Role: Manages CRAAAG's public image and communications, including social media presence and public relations.

Power: Oversees social media platforms (Facebook, Instagram, YouTube, WhatsApp, LinkedIn), approves and posts content.

Limitation: Must ensure that all communication aligns with CRAAAG's mission and vision and is vetted by the Co-Convenors.

## PROJECTS AND EVENTS (PROGRAMS AND EVENTS UNIT)

- Role:** Responsible for planning, organizing, and executing all events and programs initiated by CRAAAG. This committee ensures that all events align with CRAAAG's mission and vision, foster community engagement, and are executed with professionalism and efficiency.
- Power:** Plan and propose events in alignment with CRAAAG's strategic vision. Can form subcommittees for specific events or tasks as needed.
- Limitation:** Cannot approve or finalize budgets without the consent of the Treasurer and Co-Convenors. Major events that require significant financial or resource commitment must be approved by the Executive Team and, if necessary, the Council of Elders.



## SECURITY UNIT

- Role:** Maintains security for CRAAAG events and ensures safety of members during organizational events
- Power:** Coordinates with external security agencies for major events.
- Limitation:** Limited authority over internal matters without collaboration with the Executive Team.

# POLICIES & PROCEDURES



# **Central Region African Ascendants Association Ghana**



## **GENERAL POLICIES AND PROCEDURES**

### **MEMBERSHIP:**

1. Membership is open to peoples of African ancestry including Africans from the Diaspora, Ghanaian and other African National living in Ghana.
2. Membership categories include individual, family, and corporate.
3. Annual membership renewal with associated dues.

### **FINANCIAL MANAGEMENT:**

1. Adherence to transparent financial practices.
2. Regular audits and financial reporting.
3. Budget approval by the Board of Directors.

### **COMMUNICATION:**

1. Regular updates to members through newsletters, meetings, and online platforms.
2. Clear protocols for internal communication to ensure information flow.

### **MEETING PROCEDURES**

1. Council of Elders: Quarterly meetings to review progress and make strategic decisions.
2. Executive Team Meetings: Monthly meetings to discuss operational issues and align priorities.
3. General Meetings: Annual meetings with all members to discuss achievements, challenges, and future plans.
4. Committee Meeting: Monthly meeting to discuss business and mandate of the committees

### **DOCUMENTATION AND REPORTING**

1. Standardized templates for project reports and financial statements.
2. Regular updates to stakeholders on progress and impact.
3. Maintenance of an online repository for key documents.

**End of Policy**

# **Central Region African Ascendants Association Ghana**



## **COMMUNICATIONS POLICY**

### **PURPOSE:**

This Communication Policy is designed to ensure that all communications, including social media and WhatsApp platforms, by CRAAAG representatives are consistent, professional, and reflective of the organization's values and mission. This policy applies to all executive members and any individuals representing CRAAAG or using CRAAAG icons and logos.

### **SCOPE:**

This policy covers all forms of communication, including but not limited to:

1. Social Media (Facebook, Instagram, YouTube, LinkedIn, etc.)
2. WhatsApp Groups and Messages
3. Official Emails
4. Press Releases
5. Any other platform where CRAAAG's name, icons, or logos are used.

### **GENERAL GUIDELINES:**

1. Representation:
  - Only authorized personnel may represent CRAAAG on any platform
  - Any representation must align with the mission, vision, values, and g CRAAAG.
2. Professionalism:
  - All communications must be respectful, professional, and free of discriminatory or inflammatory language.
  - Avoid sharing personal opinions that could be construed as representing the organization's stance unless explicitly authorized.
3. Consistency:
  - Ensure that the messaging is consistent across all platforms.
  - Use approved templates and formats for official communications.
4. Accuracy:
  - Verify the accuracy of all information before sharing.
  - Rectify any misinformation immediately upon discovery.

## SOCIAL MEDIA GUIDELINES

### Platforms and Content Types:

#### 1. Facebook:

- Content Types: Announcements, event promotions, member highlights, educational content, photos and videos from events, newsletters, community news.
- Responsibility: Social Media Coordinator and designated executive members.
- Posting Authority: Only authorized individuals approved by the Convenor / Co-Convenors.

#### 2. Instagram:

- Content Types: Visual content including photos and short videos, event highlights, member stories, behind-the-scenes content, educational infographics.
- Responsibility: Social Media Coordinator and designated executive members.
- Posting Authority: Only authorized individuals approved by the Co-Convenors.

#### 3. YouTube:

- Content Types: Event recordings, interviews, educational videos, webinars, tutorials.
- Responsibility: Media Team and designated executive members.
- Posting Authority: Only authorized individuals approved by the Co-Convenors.

#### 4. LinkedIn:

- Content Types: Professional updates, press releases, articles, event promotions, member achievements, organizational milestones.
- Responsibility: Social Media Coordinator and designated executive members.
- Posting Authority: Only authorized individuals approved by the Co-Convenors.

#### 5. WhatsApp:

- Content Types: Announcements, meeting reminders, urgent communications, coordination messages.
- Responsibility: Group Admins and designated executive members.
- Posting Authority: Only authorized individuals approved by the Co-Convenors.

### Content Approval:

1. All posts and content must be approved by a designated executive member before being published.
2. Sensitive information and announcements must go through an additional layer of approval from the Convenor / Co-Convenors.
3. Engagement:
  - Respond to comments and messages in a timely and courteous manner.
  - Avoid engaging in arguments or controversial discussions.
4. Confidentiality:
  - Do not share confidential or proprietary information on social media platforms.
  - Respect the privacy of members and stakeholders.

### WhatsApp Guidelines:

#### 1. Group Management:

- CRAAAG WhatsApp groups should be administered by authorized personnel.
- Clear guidelines about the purpose of the group and acceptable conduct should be communicated to all members.

#### 2. Messaging:

- Use WhatsApp for official communication and coordination purposes.
- Avoid sending personal, irrelevant, or excessive messages.

3. Respect:

- Respect all group members by refraining from sending messages during non-working hours unless urgent.
- Address conflicts or issues privately, not in group chats.

USE of CRAAAG ICONS and LOGO:

1. Authorization:

- Use of CRAAAG's icons and logo is restricted to authorized individuals and purposes.
- Any new material featuring CRAAAG's icons or logo must be approved by the Co-Convenors or a designated executive member.

2. Integrity:

- Ensure the logo is used in its official form and not altered or distorted.
- Represent CRAAAG in a positive light whenever the icons or logo are used.

COMPLIANCE AND VIOLATIONS:

1. Monitoring:

- Regular monitoring of communications will be conducted to ensure compliance with this policy.
- Any violations of this policy may result in disciplinary actions, including removal from the position or revocation of the authorization to represent CRAAAG.

2. Reporting:

- Report any concerns or breaches of this policy to the Co-Convenors or a designated executive member immediately.

3. Review and Updates:

- This policy will be reviewed annually and updated as necessary to reflect the evolving communication needs and platforms.

CONCLUSION:

Adherence to this Communication Policy is essential in maintaining the integrity, reputation, and effectiveness of CRAAAG. All members and representatives are expected to familiarize themselves with and adhere to these guidelines to ensure cohesive and professional communication on behalf of the organization.

**End of Policy**

# **Central Region African Ascendants Association Ghana**



## **PROPOSAL SUBMITTAL**

### **PURPOSE:**

To create a clear and easy process for submitting proposals (tendering applications) for Programs, Initiatives, Events, Special Projects, etc., to the Council of Elders and the General Membership for approval.

### **STEPS:**

1. Submit Proposal (Application):
  - Write and submit your proposal to the CRAAAG Secretariat (members of the executive team).
  - Include:
    - ✓ Title and purpose
    - ✓ Detailed description
    - ✓ Benefits and impact
    - ✓ Costs/resources needed
    - ✓ Timeline
2. Secretariat Review:
  - The Secretariat checks if the application is complete.
  - If incomplete, they will ask you for more information.
3. Forward to Council of Elders:
  - The Secretariat sends the complete application to the Council of Elders.
  - The Council reviews and may ask for more details.
4. Preliminary Decision:
  - The Council will decide to either move the application forward or reject it.
  - If moved forward, it will be discussed at the next General Membership meeting.
5. Notification:
  - The Secretariat informs you of the Council's decision.
  - If rejected, you'll get feedback and suggestions for resubmission.
6. General Membership Meeting:
  - The application is presented at the meeting.
  - Members get a summary of the application and the Council's initial thoughts before the meeting.
7. Discussion:
  - Members discuss the application at the meeting.
  - You or your representative may present and answer questions.

8. Approval or Rejection:

- A motion is made to approve or reject the application.
- Members vote on the motion.

9. Voting:

- Voting follows CRAAAG's rules.
- The vote result determines the final decision.

10. Communicates Decision:

- The Secretariat tells you the final decision.
- If approved, they will guide you on the next steps.
- If rejected, you'll get feedback and recommendations.

**CONCLUSION:**

This process ensures fair consideration of all applications and transparent decision-making, involving both the Council of Elders and the General Membership.

**End of Policy**

# **Central Region African Ascendants Association Ghana**



## **MEETING POLICY AND PROCEDURE**

### **MEETING SCHEMES**

#### **1. Executive Meetings:**

- Frequency: Weekly (Every Tuesdays or as otherwise agreed).
- Purpose: Address immediate organizational needs, discuss ongoing projects, plan events, approve budgets, and address urgent matters.
- Attendees: All Executive Members (Co-Convenors, Secretary, Deputy Secretary, Treasurer, Financial Secretary).
- Duration: 2-3 hours.
- Key Responsibilities:
  - Update on progress from standing committees.
  - Review upcoming events and programs.
  - Monitor financial status and approve budgets.
  - Handle immediate operational decisions.

#### **2. Standing Committee Meetings:**

- Frequency: Weekly (Flexible based on committee workload).
- Purpose: Discuss projects, propose new initiatives, prepare reports for executive meetings, and monitor specific areas of responsibility (e.g., Business, Welfare, Security).
- Attendees: Committee members (Business, Welfare, Marketing & Communications, etc.).
- Duration: 1-2 hours.
- Key Responsibilities:
  - Discuss and update projects assigned to the committee.
  - Submit weekly progress reports to the executive team.
  - Collaborate with other committees as necessary for joint initiatives.

#### **3. General Meetings:**

- Frequency: Monthly (First Sunday of every month).
- Purpose: Provide updates to the general membership, receive feedback, discuss key decisions, propose motions, and announce upcoming events.
- Attendees: All CRAAAG members.
- Duration: 2-3 hours.
- Key Responsibilities:
  - Update members on executive and committee decisions.
  - Discuss major organizational initiatives and seek input from the general membership.
  - Vote on major organizational motions.
  - Provide a platform for members to raise concerns or suggestions.

#### 4. Council of Elders (COE) Meetings:

- Frequency: Quarterly (Every three months or as otherwise needed).
- Purpose: Strategic decision-making, high-level oversight, constitution amendments, and ensuring the mission and vision of CRAAAG are upheld.
- Attendees: Council of Elders.
- Duration: 2-3 hours.
- Key Responsibilities:
  - Provide oversight and review executive team actions.
  - Discuss strategic direction and long-term goals for CRAAAG.
  - Approve any amendments to the constitution or significant organizational changes.

### GENERAL MEETING GUIDELINES

#### 1. Agenda Setting:

- Agendas must be prepared in advance for all meetings, with input from the Executive, Standing Committees, and Council of Elders where applicable.
- Agendas should include time slots for each discussion point to ensure meetings stay focused and productive.

#### 2. Attendance and Participation:

- Attendance at all meetings is expected for those responsible (executives, committee members, general members).
- Members are encouraged to attend and participate in general meetings to voice their opinions and vote on key organizational matters.

#### 3. Meeting Minutes:

- Meeting minutes must be recorded and disseminated to all relevant parties after every meeting.
- Executive meeting minutes must be shared with committee chairs, while general meeting minutes should be accessible to all CRAAAG members.
- The Secretary or Deputy Secretary is responsible for ensuring minutes are properly documented and stored.

#### 4. Quorum

- A quorum for General, Called Special Meetings, Council of Elders Meetings, and/or Special Board meetings must consist of 51% of the Ordinary Membership and/or Council of Elders. In calculating the quorum number, proxies shall be added to the count of persons present and entitled to vote.
- Meetings can take place with less than a quorum; however, no binding decisions can be taken.

#### 5. Amendments

- The Constitution may be amended upon the presentation and recommendation of a duly constituted By-laws committee and by a 51% membership quorum at a General Meeting, provided notice has been given at a previous meeting. The proposed amendment should be in writing for submission to CRAAAG for consideration.

#### 6. Voting Procedures:

- During general meetings, motions will be put to a vote if they are deemed significant to the organization's operations or strategy.
- A quorum must be present (per the CRAAAG constitution) for votes to be valid.
- Proxy voting is permitted as outlined in the CRAAAG constitution.

## 7. Meeting Conduct:

- All participants must conduct themselves in a respectful and orderly manner.
- The Sergeant-at-Arms is responsible for ensuring that meetings are conducted in line with CRAAAG's constitution and parliamentary procedure.

## 8. Frequency Adjustments:

- Meeting frequency can be adjusted based on organizational needs with the approval of the executive team or Council of Elders.

## 9. Conducting the Meeting

- Opening:
  - Start the meeting on time.
  - Welcome participants and introduce any new members or guests.
  - Review the agenda and set the tone for the meeting.
- Minutes:
  - Assign a member to record the minutes.
  - Ensure all key points, decisions, and action items are documented.
- Discussion:
  - Follow the agenda strictly.
  - Allow each participant to contribute.
  - Facilitate discussions to stay on topic and within the time frame.
- Decision-Making:
  - Use a structured decision-making process (e.g., voting, consensus).
  - Ensure clarity on decisions made and next steps.
- Closing:
  - Summarize key points and decisions.
  - Review action items and assign responsibilities.
  - Set the date and time for the next meeting.

## 10. Post-Meeting Follow-Up

- Minutes Distribution:
  - Distribute the minutes within three days of the meeting.
  - Include a summary of decisions, action items, and responsible persons.
- Action Items:
  - Follow up on assigned tasks and deadlines.
  - Provide regular updates on progress in subsequent meetings.
- Feedback:
  - Collect feedback from participants to improve future meetings.
  - Adjust meeting processes as needed based on feedback.
- Post-Meeting Report for Third-Party Meetings:
  - Prepare a detailed report for any meetings involving third parties (e.g., stakeholders, partners, government representatives).
  - The report should include:
    - ✓ Date, time, and location of the meeting
    - ✓ List of attendees
    - ✓ Key discussion points
    - ✓ Decisions made
    - ✓ Agreed actions and responsibilities
    - ✓ Any follow-up items

## 11. Distribute the report to all relevant CRAAAG members and stakeholders within three days of the meeting.

## 12. Code of Conduct

- Respect:
  - Treat all participants with respect.
  - Listen actively and avoid interruptions.
- Confidentiality:
  - Maintain confidentiality of sensitive information discussed.
- Participation:
  - Encourage active participation from all members.
  - Value diverse perspectives and opinions.
- Professionalism:
  - Conduct meetings in a professional manner.
  - Avoid personal conflicts and focus on the organization's objectives.

End of Policy

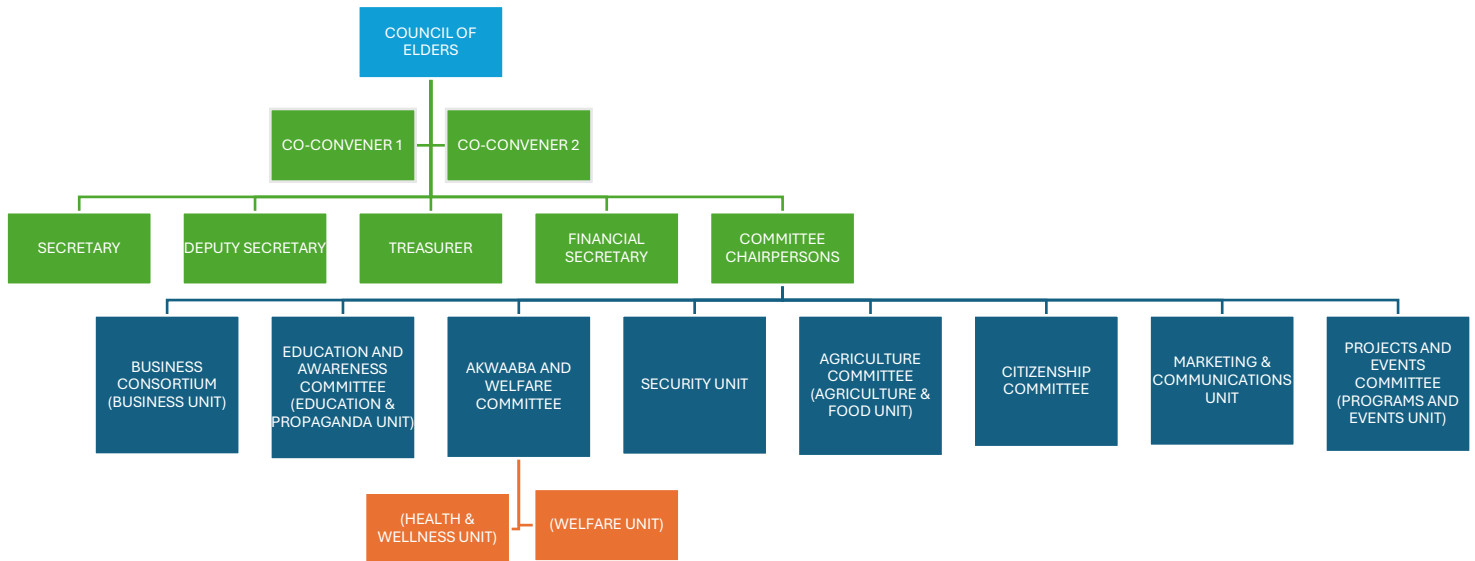
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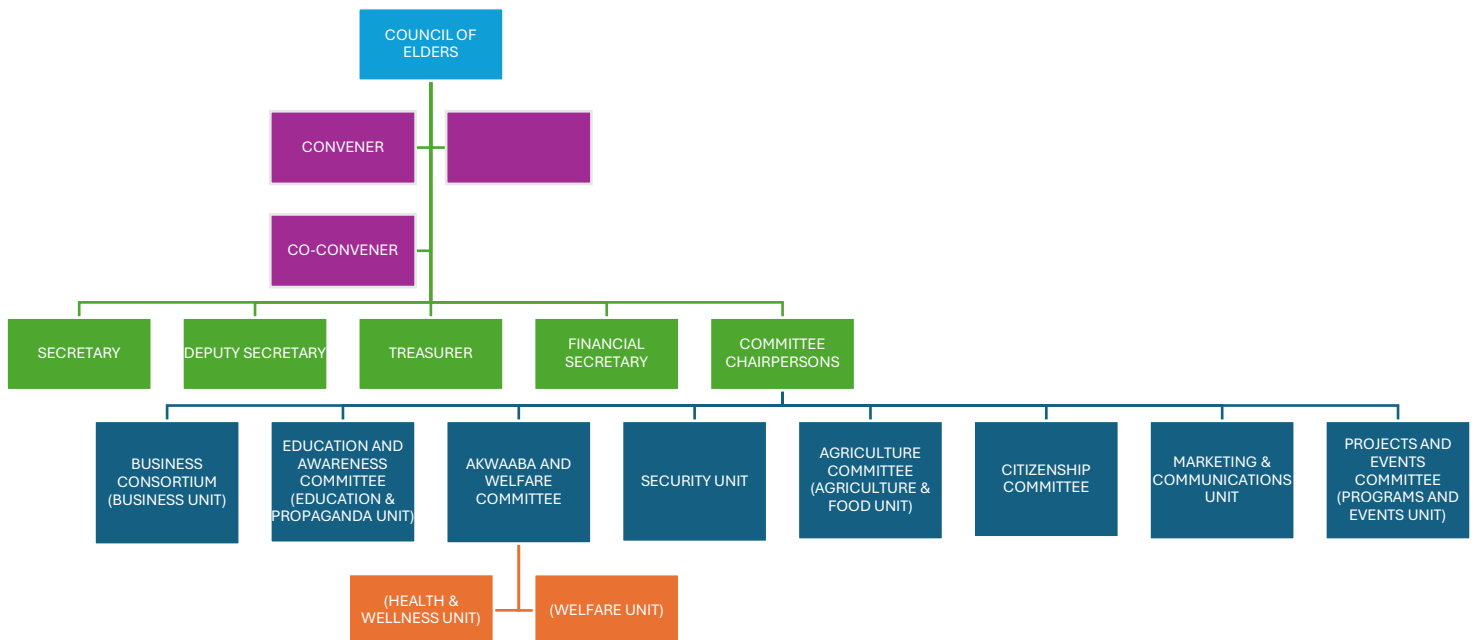
## ORGANIZATIONAL STRUCTURE

The following organograms (organization charts) define the leadership structure and give a clear hierarchy to ensure roles and responsibilities are well defined for CRAAG's operations.

### ORGANOGRAM (ORGANIZATION CHART) I: CO-CONVENERS STRUCTURE



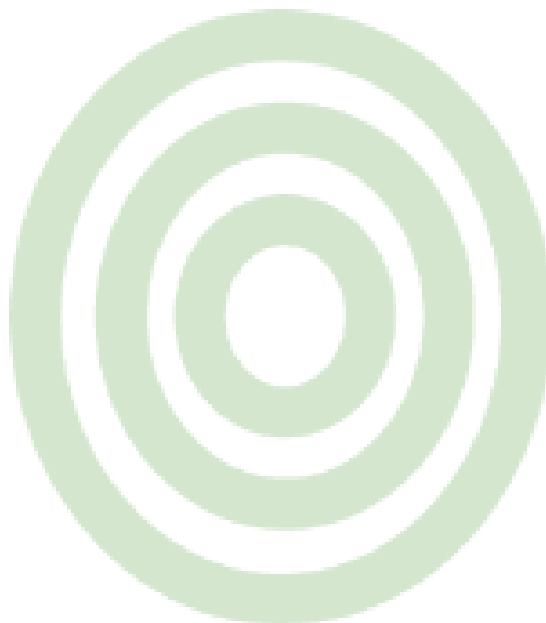
### ORGANOGRAM (ORGANIZATION CHART) II: CONVENER & CO-CONVENER STRUCTURE



# ORGANIZATIONAL STRUCTURE: ROLES, RESPONSIBILITIES, POWERS, AND LIMITATIONS

## COUNCIL OF ELDERS

- Role:
- Shall consist of a minimum of 7 and not exceeding 13 elected members of CRAAAG.
  - Serve as the advisory and oversight body for CRAAAG (Executive Team and General Membership).
  - Provide strategic direction and wisdom based on experience and knowledge.
  - Ensure that CRAAAG adheres to its mission, values, and constitutional framework.
- Responsibility:
- Meets at least once every 3 months (Quarterly). Special Meetings may be held when necessary.
  - Receives a financial report from the Treasurer at each Quarterly meeting.
  - Approve of annual budget for CRAAAG and any spending outside of approved annual budget.
  - Appoint committees when needed.
  - Address any major disputes or issues that arise within the organization. Acts as an arbitrator in any issue or matter of misunderstanding and or conflict between members or principles pertaining to CRAAAG.
  - Act in accordance with the spirit, intent and requirements of the Constitution of CRAAAG.
- Power:
- Has veto power over decisions that may significantly affect the organization's core values or direction.
  - Appoints key leadership positions as per provisions in the constitution.
- Limitation:
- Does not involve itself in day-to-day operational decisions unless necessary.



## EXECUTIVE TEAM

- Role:**
- Manages the day-to-day operations and activities of the organization.
  - Executive Team consists of:
    - Convener
    - Co-Convener
    - or
    - Co-Convener 1 & Co-Convener 2
    - Secretary
    - Deputy Secretary
    - Treasurer
    - Financial Secretary
- Responsibility:**
- Each member of the Executive Team is expected to uphold the highest standards of integrity, transparency, and commitment to CRAAAG's mission and vision.
  - Each member shall regularly report on their activities and progress towards their strategic plan goals to the Council of Elders and General Membership.
  - The Executive Team shall meet weekly to review progress, address challenges, and make decisions on key issues.
- Accountability:** An annual performance review of the Executive Team shall be conducted by the Council of Elders.

## ORGANIZATION CHART I – CO-CONVENER 1 & CO-CONVENER 2

- Role:**
- Lead and manage the organization as a team, ensuring smooth day-to-day operations.
- Responsibility:**
- Divide responsibilities, with one Co-convener focusing on administrative functions and the other Co-convener on programmatic initiatives.
    - Preside at all meetings of CRAAAG.
    - Coordinate the work of officers and committees of CRAAAG.
    - Be a nonvoting member of the Council of Elders
    - Be a member ex-officio of all committees.
    - Represent CRAAAG as its primary spokespersons.
    - Represent CRAAAG upon invitation and other approval by the Council of Elders and confirmed by CRAAAG'S membership to serve on Boards and/or committees of outside entities.
  - Perform other such duties as may be assigned by the Council of Elders and/or CRAAAG's General Membership
  - Ensure that CRAAAG's vision and strategic plan are consistently pursued.
  - Serve as the main point of communication between the Council of Elders, the Executive Team, Committees and General Membership.
- Power:**
- Make operational decisions and lead the Executive Team.
  - Represent CRAAAG in official matters and external engagements.
  - Allocate resources and approve budgets (in consultation with the Treasurer and Council of Elders).
- Limitation:**
- Cannot make unilateral decisions without consultation with the Executive Team or Council of Elders for major policy changes.
  - Must adhere to CRAAAG's constitution and bylaws.

## ORGANIZATION CHART II - CONVENER

- Role: • Provides leadership and direction for the entire organization.
- Responsibility: • Chairs the General Membership meetings, and Special Meetings of the General Membership
- Facilitates communication between the Council of Elders and the Executive Team, Committees and General Membership.
  - Be a nonvoting member of the Council of Elders
  - Be a member ex-officio of all committees.
  - Ensures CRAAAG remains focused on its strategic plan.
  - Acts as the primary representative of the organization.
- Power: • Has final approval on operational decisions in consultation with the Executive Team and the Council of Elders.
- Oversees the approval of budgets and programs.
- Limitation: • Must always act in line with CRAAAG's constitution and cannot override the Council of Elders' decisions.

## ORGANIZATION CHART II CO-CONVENER

- Role: • Assists the Convenor in leadership duties and serves as a secondary point of contact for organizational matters.
- Responsibility: • Takes on additional responsibilities such as program coordination, operational management, chairing General Membership meetings in the absence of the Convenor.
- Performs the duties of Convenor in case of resignation or termination of Convenor.
- Power: • Has authority to make decisions in conjunction with the Executive Team.
- Can represent CRAAAG in the Convenor's absence.
- Limitation: • Cannot make major decisions without consulting the Convenor or the Council of Elders, except when Convenor resigns or is terminated

## SECRETARY

- Role: • Performs administrative tasks such as maintaining records, taking meeting minutes, and ensuring effective communication.
- Responsibility: • Keep accurate records of the proceedings of all General Membership meetings of CRAAAG.
- Receive all correspondence to CRAAAG and present it to the Co-Conveners.
  - Respond to correspondence as directed by the Co-Conveners.
  - Maintain a filing system for the housing of documents and storage of CRAAAG documents and materials.
- Power: • Manages official correspondence, disseminates information, and keeps records.
- Limitation: • Must consult the Co-Conveners for approval of official communications and policies.

## DEPUTY SECRETARY

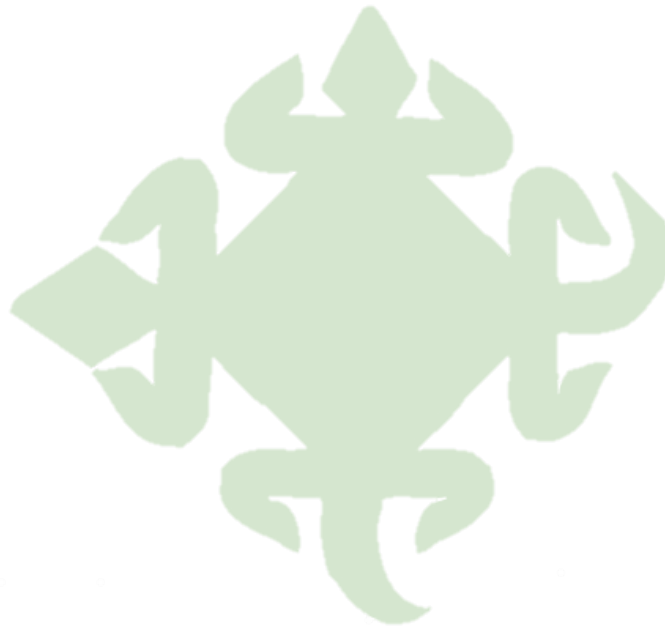
- Role: • Assists the Secretary in performing administrative tasks listed above.
- Responsibility: • Performs the duties of Secretary in the absence of the Secretary.
- Power: • Assumes full responsibility in the absence of the Secretary in case of resignation or termination of the Secretary.
- Limitation: • Cannot override decisions made by the Secretary without consent.

## TREASURER

- Role: • Manages the financial assets of CRAAAG, oversees budget planning, and ensures transparency in transactions
- Responsibility: • Maintains financial records and presents financial reports. Receive all monies and provide receipts for all monies collected.
- Receive from the Financial Secretary all monies collected for fees and donations made during fund-raising activities.
  - Make payments on all CRAAAG debts as authorized by the Council of Elders and/or by a majority vote of CRAAAG's membership and secure two (2) signatures necessary for all CRAAAG's bank checks to be disbursed. Signatures for check disbursement will be from two (2) of the following members:
    - ✓ Either of the Co-Conveners
    - ✓ Treasurer
    - ✓ Secretary
    - ✓ Financial Secretary
  - Maintain a petty cash allotment not to exceed GHc100 and to keep a separate receipt book for the purpose of tracking petty cash expenditures.
  - Maintain an accurate accounting of cash flow, showing monies received and monies disbursed on a ledger or spreadsheet, suitable for making reports and auditing, according to the laws and regulations of the Government of Ghana and Generally Accepted Accounting Procedures (GAAP).
  - Work with the Financial Secretary to prepare a monthly financial report for the CRAAAG monthly General Meeting.
  - Prepare an annual financial report for the Council of Elders and General Membership.
  - Prepare all financial records for a yearly independent audit.
- Power: Approves all CRAAAG expenditures and budgets
- Limitation: Must work within the budgetary framework approved by the Co-Convenors and Council of Elders.

## FINANCIAL SECRETARY

- Role: • Assists the Treasurer in managing the financial assets of CRAAAG, budget planning, and ensuring transparency in transactions
- Responsibility: • Collects membership dues and maintains membership dues records
- Collects all fees and donations from fund-raising activities and maintains records of such collections
  - Provides receipts for all monies received.
  - Provides signature for check disbursements as requested by the Secretary
  - Assists with financial reports
- Power: • Has authority to collect all monies on behalf of CRAAAG including membership dues, committee fundraising and donations, individual member donations, patron and/or supporter donations, and corporate fees and donations.
- Limitation: • Cannot authorize large financial transactions without the Treasurer's or Co-Convenors' approval.



## CANDIDATE CRITERIA

Criteria for becoming a Member of the Executive Team or the Council of Elders

- A. Candidates must be members in good standing and meet any specific criteria outlined for each position as stated below.
- B. Each Executive Team candidate shall be:
  - a. A member in good financial standing in CRAAAG for at least one year prior to General Elections and throughout his/her term of office. The one-year requirement is relative to the individual and can be waived in the case of a former member of CRAAAG who returns to Ghana after living abroad.
  - b. Must be lawfully in the country of Ghana for the purposes of Ghana Immigration Services (via VISA, Residency Permit, or Citizenship)
- C. Each Council of Elders candidate shall be:
  - a. A member in good financial standing
  - b. A minimum age of 60 years old
  - c. 5 years resident in Ghana
  - d. 3 years member of CRAAAG.
  - e. Must be lawfully in the country of Ghana for the purposes of Ghana Immigration Services (via VISA, Residency Permit, Citizenship)
  - f. Upon approval of the Council of Elders, Regional Representatives of designated CRAAAG Chapters can serve as Affiliate members of the Council of Elders.

## TERMS OF REFERENCE FOR THE EXECUTIVE TEAM OF CRAAAG

Purpose: The Terms of Reference (ToR) for the Executive Team of (CRAAAG) defines the tenure and term limits for each office holder.

- **TENURE:**
  - Each member of the Executive Team shall hold office for a term of two (2) years.
  - Each member of the Council of Elders shall hold office for a term of 4 years.
- **TERM LIMITS:**
  - An individual may serve in the same Executive Team position for a maximum of two (2) consecutive terms (totaling four years).
  - After serving two consecutive terms, the individual must step down for at least one term (2 years) before being eligible for re-election to the same position.
  - There is no limit to the number of non-consecutive terms an individual may serve in the same position.
  - If an individual has served two consecutive terms in one position, they are eligible to run for a different position without any waiting period.
- **SELECTION AND ELECTION PROCESS**
  - All Executive Team and Council of Elder positions shall be filled through a democratic election process by the General Body.
  - Nominations for Executive Team and Council of Elder positions shall be opened 30 days prior to the scheduled election date and submitted to the Secretary.
  - All nominations for officers shall be presented from the floor by the Secretary.

- Each nominee shall be given an opportunity to speak during the day of nominations. (Length of time to be allocated by the Convener or Co-Convener)
- Voting shall be held during a Called Meeting.
- The elections of officers shall take place at the first General Meeting, prior to **NOVEMBER**.
- The Secretary shall conduct the election of officers, including preparing ballots.
- In order to hold the election of officers, 51% of the Regular membership must be present or represented by proxy at the time of election. In calculating 51%, proxies shall be added to the count of persons present and entitled to vote.
- Voting shall be by secret ballot, and the candidate receiving the majority of votes shall be declared elected.
- New Officers shall assume their duties at the first General Membership meeting in January; at which time an Official Turning-Over Ceremony will be held.
- It shall be the responsibility of both retiring officers and newly elected officers to ensure a smooth transition during the interim period.
- Any person who is elected or holds an office position on the Executive Team or the Council of Elders shall at all time during their tenure, be lawfully in the country of Ghana for the purposes of Ghana Immigration Services.
- **RESIGNATION**
  - An executive member may resign by submitting a written notice to the Co-Convenors or the Secretary.
- **REMOVAL**
  - An executive member may be removed from office for misconduct, failure to perform duties, or any action deemed detrimental to CRAAAG's interests.
  - Removal requires a two-thirds majority vote by the General Membership during a special meeting called for this purpose.
  - Any officer who is absent from three (3) consecutive meetings (without adequate explanation) and/or not fulfilling the duties of the office as listed herein, may be recommended for removal of office by two-third (2/3) vote of the Council of Elders.
  - The recommendation is then presented to the General Membership during the next General Membership Meeting for a majority vote.
- **VACANCY**
  - Should a vacancy occur in the office of the Co-Conveners, the other Co-Convener will assume the office and serve the remaining term. A new Co-Convener shall then be elected by the majority of the members for the remaining term of office in a special election. Vacancies in other offices shall be fulfilled by appointment of the Council of Elders.





## *Ghanaian Proverb*

“Eye den a eda w’anim no, eda  
w’akyiri.”

**“What lies ahead of you is also  
behind you.”**

This proverb reminds us that the future is shaped by the past, and our experiences today influence the opportunities and challenges we will face in the future.