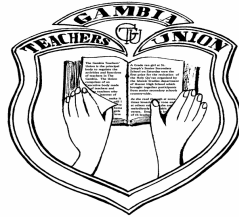


THE GAMBIA TEACHERS UNION



(GTU)

REGIONAL OPERATIONAL GUIDELINES

Revised January 2015

1.0 INTRODUCTION

In our bid to associate, unite and secure complete organisation of all teachers and other education workers in The Gambia within a National Union of Teachers regardless of grade, qualification, race, sex, colour, creed or nationality, **the Gambia Teachers Union (GTU)** put in place regional structures that would bring about closer cooperation as well as promote professional unity among its members.

The recent decision of appointing Regional Officers as a strategic move towards decentralizing our operations **Technical Service** will be drawn closer to the grassroots than ever before. It is hoped that this will provide the means whereby the collective views, opinions and most importantly, decisions of our members affecting the interest of education in general and those of the teaching profession, particularly at the grassroots level, can be expressed.

In light of the above, Delegates at the 2014 National Congress resolved at principles geared towards empowering the grassroots in terms of conduct of activities and programmes.

In ensuring efficient execution of our programmes, this instrument seeks to highlight clear procedures in respect of fund requesting and retirement, demarcating the boundaries between governance and admin on regional administration. It specifies the focus and laying emphasis in exclusive terms on the manner in which Regional Executive Committees (RECs) and the Secretariat (Regional Officers) coordinate regional matters. It is hoped that the document will go a long way to develop a common understanding between the Regions, the National Executive Committee and the Secretariat in matters regarding regional operations as regards the Union.

2.1 ADMINISTRATION

The administration of the regions resides in the Office of the General Secretary and under the direct supervision of the Deputy General Secretary. Regional Officers shall be delegated part of the responsibility of the Secretariat. They represent the Secretariat, by extension on such matters.

The conduct of the Regional Executive Committees shall be prescribed in the approved Regional Bye Laws.

Generally, the duties of the Regional Officer includes, to:

- 2.1.1 Coordinate GTU activities and programmes within their designated regions;

- 2.1.2 Submit quarterly Narrative Report of activities and programmes to the Deputy General Secretary (DGS) not later than the stipulated dates on their work plans;
- 2.1.3 Assist in the establishment and monitoring of Study Circle Clusters and meetings as may be assigned;
- 2.1.4 Initiate and/or support the development of proposals as and when required;
- 2.1.5 Ensure that all funds allocated for a programme/training are retired within 5 days or as may be agreed, to the Finance and Administrative Officer or his or her representative;
- 2.1.6 Submit to the DGS requests for funding of programmes and activities for consideration;
- 2.1.7 Serve as focal persons for the designated Regional Committee (s);
- 2.1.8 Provide requisite policy and technical guidance to the RECs;
- 2.1.9 Provide support and advice to the Wings and RECs;
- 2.1.10 Collect/collate and analyse data from the regions and as may be requested;
- 2.1.11 Provide support to strengthen the bond between the Union and its development partners and associates;
- 2.1.12 Provide members with the necessary support and information on issues affecting their profession and organization;

Any other official duty assigned to him/her by a relevant authority

3.1 FUND UTILIZATION PROCEDURES

The following guidelines shall be observed before accessing and utilizing any regional funds:

- 3.1.1 Designated Regional Officers are obliged to send requests and present both draft, and approved copies to the REC as may be deemed fit;
- 3.1.2 Submission of quarterly work plan prepared by the Designated Regional Officer and endorsed by the Regional Chairperson after approval by the REC at a meeting. The Approved Plan should be submitted to the Office of the Deputy General Secretary (DGS) for consideration. The work plan shall include at least two of the

following programme areas – recruitment of new members, member education; and gender-related by employing the Study Circle approach.

- 3.1.3 Detailed budget on the intended activities for the particular quarter. Quarterly means every school term;
- 3.1.4 Submission of request no later than Fourteen (14) days prior to the preceding quarter. There will be no guarantee for any late submissions due to a region's inability to retire;
- 3.1.5 In the cases of 2nd and 3rd Quarter requests, funds of the previous quarter must be retired properly before requests will be considered. Regional Chairpersons or their nominees and Designated Officers must fill the prescribed form during retirement;
- 3.1.6 All queries must be adequately responded to by the concerned REC before consideration is given to subsequent requests;
- 3.1.7 Any funds not utilized at the end of a Quarter shall be retired immediately, as well;
- 3.1.8 Regions that failed to utilize their quarterly disbursement at the end of a Quarter shall not be treated accordingly and as may be deemed fitting;
- 3.1.9 All requests for regional programmes and activities shall be sanctioned by the Office of the DGS before payments are effected by the GTUCCU. Such responsibilities may be delegated to Regional Officers.

3.1 FUND RETIREMENT PROCEDURES

The following shall form the minimum requirements for the retirement of funds by regions:

- 3.1.1 The Designated Regional Officer has the responsibility of submitting the regional returns;
- 3.1.2 All payments must be supported by valid documents in the form of receipts and/or prescribed regional payment vouchers or approved supporting GTU documents. In the case of the latter, payments shall be prepared by the Designated Regional Officers and approved by the Regional Treasurer. Regional Chairpersons must verify and countersign all such documents before endorsement;
- 3.1.3 Returns for a particular Quarter must be in line with the proposed planned activities. The Office of the DGS must be notified for any

changes on a plan otherwise reasons to such effects must be adequately spelt out in the narrative report;

- 3.1.4 Regions wishing to use any balance of funds or in any act of virement, must first retire and then seek permission from the GS and in his/her absence, the DGS;
- 3.2 Retirement forms that are not signed by both the Regional Chairman and the Treasurer shall be deemed invalid,

4,1 REPORTING

- 4.1.1 The DGS is the officer responsible for Regional Administration and serves as focal point for the regions at the Secretariat;
- 4.1.2 All requests/funds, queries and/or reports shall be made or submitted to the Office of the DGS through the Finance Department for action;
- 4.1.3 Retirement of funds shall be in two forms (kinds):
 - 4.1.3.1 Summary of expenditure on the agreed retirement template
 - 4.1.3.2 A brief narrative report as agreed.
- 4.1.4 All narrative reports shall at least include the following:
 - 4.1.4.1 Planned and Executed Activities;
 - 4.1.4.2 Output, Intended Impact and Reasons for any Significant Variance.

Regional Chairpersons are encouraged to highlight challenges and suggest recommendations wherever necessary,

5.1 EXAMPLES OF UNACCEPTABLE EXPENDITURES FOR REGIONAL FUNDS

The list below enumerates the specific issues that Regional Funds **cannot** be used for. However, they are not exhaustive; rather, they are intended to highlight key issues. Regional Funds shall not be used:

- 5.1.1 for loans to members of the Committee or others;
- 5.1.2 to contribute to, stake in a raffle or any form of gambling even if the expected gains are meant for the Region;

6.1 SPECIFIC ROLES

- 6.1.1 It is the responsibility of the REC to prepare a sound quarterly work plan. All such plans must factor activities. The Designated Regional Officer must ensure the timely delivery of requests and submission of returns and reports;
- 6.1.2 The withdrawal and retirement of all funds meant for a region shall be the responsibility of the Designated Regional Officer unless as may be otherwise delegated;
- 6.1.3 The Designated Regional Officer shall be the Principal Financial Officer of the Region. S/he shall be the representative of the Secretariat and acts as the Spending Officer;
- 6.1.4 All requests and payments must be prepared by the Designated Regional Officer and approval by the Regional Treasurer, Regional Chairpersons must countersign all such transactions;
- 6.1.5 The Designated Regional Officer is accountable to the Secretariat through the Office of the General Secretary. However; all expenses of Regional Funds must be brought to the notice of the REC at the preceding meeting.

.....
General Secretary

.....
President

Dated this 15th day of January 2015