

APPENDIX I

**MFANTSIMAN OLD GIRLS' ASSOCIATION
(MOGA)**

**JOB DESCRIPTIONS
FOR
EXECUTIVE OFFICERS**

PRESIDENT

The President shall be the principal officer of Mfantsiman Old Girls' Association "MOGA". As such she shall be responsible for the general administration of "MOGA" and co-ordinate the activities of the other Officers and of the elected members of the Executive Committee.

Duties

- a. She shall be solely responsible for all aspects of external relations which she has not delegated to another member of the Executive Committee.
- b. She shall take the Chair at all meetings of "MOGA" and of the Executive Committee, and when necessary, determine the agenda in consultation with the Executive Committee.
- c. She shall ensure that meetings are held in an orderly and non-disruptive manner.
- d. The President, the Financial Controller and the Executive Council Chairperson **(EF)* shall have joint authority to sign cheques on "MOGA's" behalf.
- e. The President shall have discretion to act for and represent the executive committee in such circumstances as may make impossible a collective decision of the committee, subject to the terms of the Constitution and the spirit of "MOGA".
- f. The President shall ensure that the provisions of the Constitution and the spirit of "MOGA" are adhered to by all members.

Core Skills

- Must have strong leadership skills and be assertive, showing commitment to the aims and objectives of "MOGA"
- Must have initiative and have an innovative approach to issues
- Must be a fully paid up Member of a Chapter
- Good knowledge of the "MOGA" constitution and codes of operation
- Must be able to influence and exhibit excellent skills
- Must be an active team player and have excellent interpersonal skills
- Must be able to communicate effectively and fluently to different audiences
- Must exhibit effective meeting chairing skills
- Must be technologically savvy, i.e. use of internet, emails etc.
- Must be punctual and regular at meetings
- Must be easily approachable

**EF - Endowment Fund*

VICE PRESIDENT (VP)

The Vice President shall be the assistant principal officer of Mfantsiman Old Girls' Association "MOGA". As such she shall be responsible for the general administration of "MOGA" and co-ordinate the activities of the other Officers and of the elected members of the Executive Committee in the absence of the President.

Duties

- a. She shall be solely responsible for all aspects of external relations which she has not delegated to another member of the Executive Committee in the absence of the President.
- b. She shall take the Chair at all meetings of "MOGA" and of the Executive Committee, and when necessary, determine the agenda in consultation with the Executive Committee in the absence of the President.
- c. She shall ensure that meetings are held in an orderly and non-disruptive manner in the absence of the President.
- d. The VP, the Financial Controller and the Executive Council Chairperson *(EF) shall have joint authority to sign cheques on "MOGA's" behalf in the absence of the President.
- e. The VP shall have discretion to act for and represent the Executive Committee in such circumstances as may make impossible a collective decision of the committee, subject to the terms of the Constitution and the spirit of "MOGA" in the absence of the President.
- f. The VP shall ensure that the provisions of the Constitution and the spirit of "MOGA" are adhered to by all members in the absence of the President.

Core Skills

- Must have strong leadership skills and be assertive, showing commitment to the aims and objectives of "MOGA"
- Must have initiative and have an innovative approach to issues
- Must be a fully paid up Member of a Chapter
- Good knowledge of the "MOGA" constitution and codes of operation
- Must be able to influence and exhibit excellent skills
- Must be an active team player and have excellent interpersonal skills
- Must be able to communicate effectively and fluently to different audiences
- Must exhibit effective meeting chairing skills
- Must be technologically savvy, i.e. use of internet, emails etc.
- Must be punctual and regular at meetings
- Must be easily approachable

FINANCIAL CONTROLLER (FC)

The financial controller shall be responsible for "MOGA's" finance.

Duties

- a. The FC shall receive all monies due to "MOGA" and make all disbursements due by "MOGA".
- b. She shall keep proper electronic financial spreadsheets and these shall be presented at each meeting.
- c. The FC, the President and the Executive Council Chairperson shall have joint authority to sign cheques on "MOGA's" behalf.
- d. She shall request the annual financial reports of all Chapters by liaising with the IC and Chapters' Chairperson.
- e. The FC shall prepare and submit to the Annual General Meeting a statement of accounts for the appropriate financial year. This statement shall be duly certified before submission.
- f. She shall make electronic accounting spreadsheets available at short notice or for periodic auditing.

Core skills

- Must be trustworthy and honest
- Must be a fully paid up Member of a Chapter
- Must have excellent bookkeeping and good accounting skills
- Must have excellent negotiation and influencing skills
- Must be technologically savvy, i.e. internet, email and confident use of spreadsheets
- Must be able to be punctual and regular at meetings
- Must be an active team player

EXECUTIVE COUNCIL CHAIRPERSON (ECC)

The Executive Council Chairperson shall preside over all Executive Council (EC) meetings of the Endowment Fund.

Duties

- a. She shall spearhead major fund-raising activities.
- b. She shall in collaboration with the Executive Committee appoint trustees and other stakeholders to the Executive Council.
- c. Under the leadership of the ECC, a Finance and Project Development Committees will be established.
- d. The ECC, the President and the Financial Controller shall have joint authority to sign cheques on "MOGA's" behalf.
- e. The ECC shall collaborate with the various Chapters in the discharge of their fund-raising activities.
- f. She shall in conjunction with the FC oversee all investment and disbursement of funds to the alma mater.
- g. The ECC through the Project Development shall see to it that proposed projects by MOGA entities are in line with the objectives of the One-MOGA concept.

Core Skills

- Must be trustworthy and honest
- Must have entrepreneurial skills
- Must be a fully paid up Member of a Chapter
- Must have a sound knowledge of Project management
- Must have excellent bookkeeping and good accounting skills
- Must have excellent negotiation and influencing skills
- Must be technologically savvy, i.e. internet, email and confident use of spreadsheets
- Must be an active team player
- Must be able to be punctual and regular at meetings.

LEGAL COUNSEL (LC)

The role of the Legal Counsel will be on an advisory basis when the need arises. As a specialized position the LC will be appointed by the General Assembly.

Duties

- a. She shall be the Chief Legal Advisor to the Executive Committee

- b. The LC shall conduct legal correspondence of the Association as requested by the Chairman.

- c. She shall advise the Executive on the legal implications before its takes certain decisions.

- d. The LC shall advise the Executive on changes in the laws of the land that may impact "MOGA".

- e. She shall perform any other legal functions assigned by the Chairman.

Core Skills

- Must be a practising legal practitioner
- Must be trustworthy and honest
- Must be a fully paid up Member of a Chapter
- Must have excellent negotiation and influencing skills
- Must be technologically savvy, i.e. use of internet, email etc.
- Must be an active team player
- Must be able to be punctual and regular at meetings.

SECRETARY (SEC)

The Secretary shall convene meetings by sending out notices and agenda for meetings and keep a record of all the proceedings of the Executive Committee, ordinary and special meetings.

Duties

- a. The SEC shall ensure that all external correspondence is promptly brought to the attention of the Executive Committee, and that the society is efficient in its communication with members and external parties.
- b. She shall carry out the general correspondence of "MOGA", and do all other necessary administrative tasks in the interests of "MOGA" to include the ff:

Correspondence

The Secretary shall ensure that all external correspondence is promptly brought to the attention of the Executive Committee, and that the society is efficient in its communication with members and external parties.

She shall carry out the general correspondence of "MOGA", and do all other necessary administrative tasks in the interests of "MOGA" to include the ff:

Records

The Secretary shall maintain a minutes' file of all Executive Committee meetings, and circulate a copy of these minutes to all members of the Executive Committee in the week following each meeting.

Membership List

The Secretary shall liaise with Chapter Secretaries, Webmistress and the International Coordinator in order to maintain a master list of Members which will serve as a database for a skills bank for "MOGA".

The master list shall indicate the contact details of Members and other relevant details on the registration form. She shall ensure that these records are properly protected.

Core skills

- Must have excellent communication skills - verbally and written and a good command of English
- Must be a fully paid up Member of a Chapter
- Must be highly computer literate, i.e. confident use of internet, email and word-processing
- Must be able to keep records of minutes and other documents in an orderly manner
- Must be punctual and regular at meetings
- Must be an active team player with excellent interpersonal skills

ASSISTANT SECRETARY (AS)

The Assistant Secretary shall convene meetings by sending out notices and agenda for meetings and keep a record of all the proceedings of the Executive Committee, ordinary and special meetings in the absence of the Secretary.

Duties

- a. The AS shall ensure that all external correspondence is promptly brought to the attention of the Executive Committee, and that the society is efficient in its communication with members and external parties in the absence of the SEC.
- b. She shall in the absence of the SEC carry out the general correspondence of "MOGA", and do all other necessary administrative tasks in the interests of "MOGA" to include the ff:

Correspondence

The AS shall ensure that all external correspondence is promptly brought to attention of the Executive Committee, and that the society is efficient in its communication with members and external parties in the absence of the SEC.

She shall in the absence of the SEC carry out the general correspondence of "MOGA", and do all other necessary administrative tasks in the interests of "MOGA" to include the ff:

Records

The AS shall maintain a minutes' file of all Executive Committee meetings, and circulate a copy of these minutes to all members of the Executive Committee in the week following each meeting in the absence of the SEC.

Membership list

The AS shall liaise with Chapter Secretaries, Webmistress and the International Coordinator in order to maintain a master list of Members which will serve as a skills bank for "MOGA".

The master list shall indicate the contact details of Members and other relevant details on the registration form. She shall ensure that these records are properly protected.

Core skills

- Must have excellent communication skills - verbally and written and a good command of English
- Must be a fully paid up Member of a Chapter
- Must be highly computer literate, i.e. confident use of internet, email and word-processing
- Must be able to keep records of minutes and other documents in an orderly manner
- Must be punctual and regular at meetings
- Must be an active team player with excellent interpersonal skills

CHAPTERS' CHAIRPERSON (CC)

The Chapters' Chairperson shall be the focal point for chapters on the Executive Committee, as well as, be a Chairperson of a Chapter.

Duties

- a. The CC shall liaise with all MOGA Chapters and report on their activities to the Executive Committee.
- b. She shall keep an up-to-date inventory of all MOGA Chapters, both active and inactive.
- c. The CC shall in conjunction with the Executive Committee spearhead a membership drive and also support the work of revamping inactive MOGA Chapters.
- d. She shall collaborate with the IC on Chapter matters in the Diaspora and also provide Webmistress with information on Chapter activities for the website.
- e. She shall coordinate and promote inter-Chapter activities.

Core Skills

- Must have excellent organizational skills and ability to influence others.
- Must have a creative and innovative approach to tackling issues
- Must be a fully paid up Member of a Chapter
- Must exhibit basic understanding of publicity and public relations
- Must be technologically savvy, i.e. confident use of internet and email
- Must be prepared to respond to and attend invitations from MOGA Chapters
- Must be prepared to be punctual and regular at meetings
- Must be an active team player
- Must be approachable

PUBLIC RELATIONS COORDINATOR (PRC)

The Public Relations Coordinator shall be the focal point for all publicity and public relations activities of "MOGA".

Duties

- a. The PRC shall advise and help with the implementation/review of welfare processes and procedures within "MOGA".
- b. She shall be the first point of contact for Chapter Presidents in bringing to the attention of the Executive Committee urgent welfare issues of Members.
- c. She shall maintain a constant liaison with the IC, Webmistress and Chapter Presidents by receiving and disseminating information, as well as, presenting the accurate views of the Executive Committee to Members.
- d. She shall coordinate and collaborate with Chapter Presidents and other stakeholders on all "MOGA's" outreach activities.
- e. The PRC shall promote the ideals of "MOGA" by assisting in raising awareness of its work to other organizations with similar aims and objectives.

Core Skills

- Must have excellent communication skills both verbally and written and a good command of the English language
- Must be a fully paid up Member of a Chapter
- Good knowledge of "MOGA's" constitution and codes of operation
- Some media or journalism experience will be an asset.
- Ability to act as a source of information for members of "MOGA"
- Interested in supporting the interests of "MOGA"
- Able to communicate effectively and influence others
- Must exhibit basic understanding of publicity and public relations
- Must be an active team player
- Must be highly computer literate, i.e. confident use of internet and email.
- Must be prepared to respond to and attend social invitations and functions
- Must be able to be punctual and regular at meetings
- Must be approachable.

ASSISTANT PUBLIC RELATIONS COORDINATOR (APRC)

The Assistant Public Relations Coordinator shall be the focal point for all publicity and public relations activities of "MOGA" in the absence of the Public Relations Coordinator.

Duties

- a. The APRC shall in the absence of the PRC advise and help with the implementation/review of welfare processes and procedures within "MOGA".
- b. She shall be the first point of contact for Chapter Presidents in bringing to the attention of the Executive Committee urgent welfare issues of Members in the absence of the PRC.
- c. She shall in the absence of the PRC maintain a constant liaison with the IC, Webmistress and Chapter Presidents by receiving and disseminating information, as well as, presenting the accurate views of the Executive Committee.
- d. She shall coordinate and collaborate with Chapter Presidents and other stakeholders on all "MOGA's" outreach activities in the absence of the PRC.
- e. The APRC shall promote the ideals of "MOGA" by assisting in raising awareness of its work to other organizations with similar aims and objectives in the absence of the PRC.

Core Skills

- Must have excellent communication skills both verbally and written and a good command of the English language
- Must be a fully paid up Member of a Chapter
- Good knowledge of "MOGA's" constitution and codes of operation
- Some media or journalism experience will be an asset.
- Ability to act as a source of information for members of "MOGA"
- Interested in supporting the interests of "MOGA"
- Able to communicate effectively and influence others
- Must exhibit basic understanding of publicity and public relations
- Must be an effective team player
- Must be highly computer literate, i.e. confident use of internet and email.
- Must be prepared to respond to and attend social invitations and functions
- Must be able to be punctual and regular at meetings
- Must be approachable.

INTERNATIONAL COORDINATOR (IC)

The International Coordinator is the representative of the Executive in the Diaspora. This position is a voluntary service that will be appointed by the Executive.

Duties

- a. The IC will coordinate the mobilization of funds abroad with the President and the FC.
- b. She shall be the first point of contact for Chapters abroad by bringing to the attention of the Executive Committee urgent welfare issues of Members.
- c. She shall maintain a constant liaison with the PRC, CC and Webmistress by receiving and disseminating information, as well as, presenting the accurate views of the Executive Committee to Chapters in the Diaspora and vice versa.
- d. She shall represent the President whenever possible at functions and activities in the Diaspora.
- e. The IC shall promote the ideals of "MOGA" by assisting in raising awareness of its work to other organizations with similar aims and objectives abroad.

Core Skills

- Must have excellent communication skills both verbally and written and a good command of the English language
- Must be a fully paid up Member of a Chapter
- Good knowledge of "MOGA's" constitution and codes of operation
- Must be willing to commit personal resources for communication purposes
- Ability to act as a source of information for members in the Diaspora
- Interested in supporting the interests of "MOGA"
- Able to communicate effectively and influence others
- Must exhibit basic understanding of publicity and public relations
- Must be highly computer literate, i.e. advanced use of internet and email
- Must attend at least 1 or 2 Executive Committee meetings in a year
- Must be an active team player