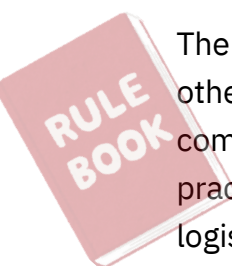


# ADDITIONAL MATERIAL / Unit 2: Group Governance RULES AND ROLES

EMG Training of Trainers, July-September 2024  
Got questions? Reach out: [OasisToT@outlook.com](mailto:OasisToT@outlook.com)



The **rules** below can be used as a guideline for drafting your own rules. Please add any other relevant rules. Keep rules clear, concise, and easily understandable to all community members, use clear language spoken by all of them. Develop rules that are practical and enforceable given the local resources and capacities. Consider the logistical and financial constraints of the rural setting. Include guidelines for managing communal resources like water and grazing land. Align community rules with national laws and policies where possible. Foster good relationships with local government and other authorities to ensure support and compliance.



The **roles** are outlined in *Article 4* below. Feel free to add more and elaborate on their responsibilities. When selecting people for the roles, please keep the following principles in mind:

- ☐ Explain each role and its responsibility, including the needed skills and tasks.
- ☐ Allow members to express interest in roles based on their skills and willingness to contribute.
- ☐ Encourage community members to nominate peers they believe are suited for specific roles.
- ☐ You can provide recommendations based on your observations, but they should be approved by the group.
- ☐ Organize a simple voting process (by show of hands or anonymous if needed).
- ☐ Explain that you will be supporting the members in capacity building and skills development for their roles continuously (you will get training for that in our ToT).
- ☐ Aim for diverse representation, ensuring that all segments of the community (e.g., women, youth, elders) are included.

## Example for a set of Rules for Environmental Management Group (Statute)

### Article 1: Purpose of the Rules and the EMG

To ensure effective governance, decision-making, and harmonious functioning within the community, promoting the well-being and sustainability of the group.

To enable implementation of restoration and other projects that contribute to local food resilience long-term.

To facilitate the work of the EMG even after the main project is implemented.

## **Article 2: Membership**

1. Eligibility: All community members are eligible to participate in the governance group.
2. Participation: Members are expected to actively participate in meetings and initiatives.

## **Article 3: Meetings**

1. Regular Meetings: Agree on *monthly/bi-weekly/weekly* meetings to follow up on the project, discuss community matters and make decisions.
2. Special Meetings: Can be called by the Chair or by a majority of the members for urgent issues.
3. Quorum: A minimum of *80% (agree on the percentage!)* of members must be present for decisions to be valid.
4. Agenda: Must be prepared and distributed by the Secretary before each meeting.

## **Article 4: Roles and Responsibilities**

### **1. Chair**

- Leads meetings.
- Ensures adherence to the agenda.
- Facilitates decision-making processes.
- Represents the group publicly.

### **2. Vice-Chair:**

- Supports the Chair.
- Assists the group activities.
- Fills in for the Chair in their absence.

### **3. Secretary:**

- Prepares and keeps meeting minutes.
- Handles correspondence, keeping all members informed.
- Manages group documentation.

### **4. Financial Officer:**

- Keeps accurate financial records.
- Prepares budgets that are then agreed on by the group.
- Ensures transparency and accountability in financial transactions.

### **5. Policy Officer**

- Ensures the group's activities align with relevant policies and regulations.
- Monitors and updates governance frameworks as needed.
- Provides advice on policy-related matters.

### **6. Community Engagement Officer**

- Facilitates engagement with community members.
- Organizes community meetings and events.
- Gathers feedback and ensures community concerns are addressed.

## **Article 5: Decision-Making**

1. Consensus: Strive for decisions to be made by consensus. If not achievable, a majority vote will decide.
2. Voting: Each member has one vote. Proxy voting is *allowed/not allowed*. If allowed, *written/verbal* authorization is needed.
3. Transparency: All decisions and the rationale behind them must be documented and accessible to all members.

## **Article 6: Communication**

1. Internal Communication: Regular updates and open channels for member input.
2. External Communication: Managed by the Community Engagement Officer or Chair to ensure consistency and clarity.

## **Article 7: Financial Management**

1. Budget: Budget prepared by the Financial Officer and approved by the group.
2. Expenditures: All expenses must be approved by the group and recorded.
3. Reporting: Regular financial reports to be presented at meetings.

## **Article 8: Record-Keeping**

1. Minutes: Detailed minutes of all meetings to be maintained by the Secretary.
2. Financial Records: Managed by the Financial Officer, ensuring accuracy and transparency.

## **Article 9: Conduct and Conflict Resolution**

1. Code of Conduct: All members must adhere to a code of conduct promoting respect, honesty, and cooperation.
2. Conflict Resolution: Conflicts to be addressed promptly through mediation led by a *designated officer or a small committee*.

## **Article 10: Environmental Stewardship Sustainability Practices**

1. All group activities must promote environmental sustainability and conservation.
2. Resource Management: Establish guidelines for the sustainable use and management of local resources such as water, soil, and vegetation (*more context can be added after the Environmental Management Units, starting on August 1st*)

## **Article 11: Amendments**

1. Proposing Amendments: Any member can propose amendments to the rules.
2. Approval: Amendments require a *two-thirds majority vote* to be adopted.