



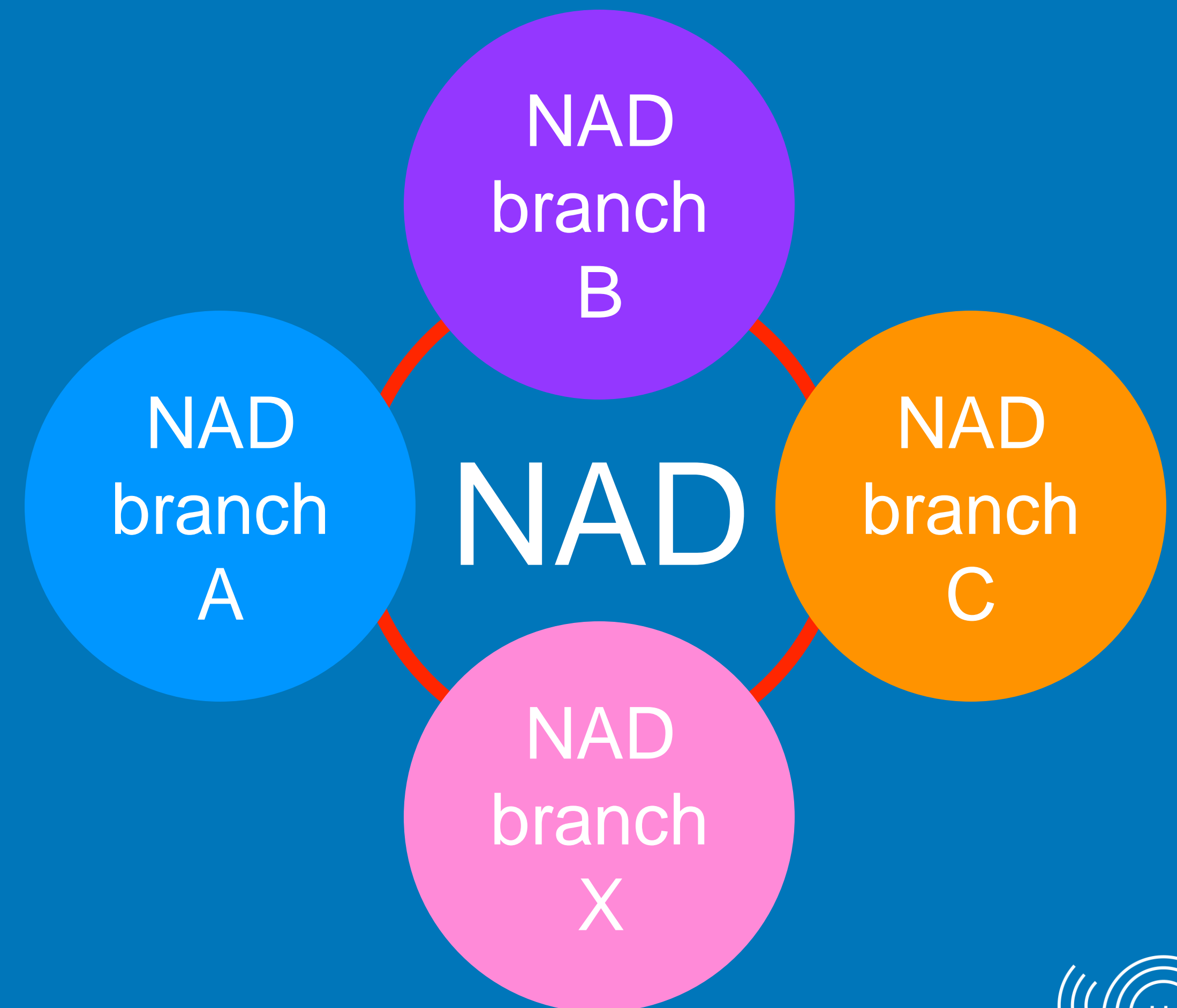
How to Establish Local Branches

TOPICS

- Why it is important to have local branches?
- Benefits of having local branches
- Different responsibilities and roles between national deaf association and local branches
- How to establish a branch
- How to strengthen their capacity

WHY IT IS GOOD TO HAVE LOCAL BRANCHES?

- It is stressful and expensive to have a daily operation and carry out advocacy work at different levels
- It is necessary for the associations to decentralize their operation
- This empowers local and provincial deaf members and gives ownership to local deaf members
- For local deaf members to maintain their affiliation to the national association, it is necessary to establish local branches/clubs
- This will contribute to advocacy work at local level and achieving human rights for deaf communities in diverse branches



WHY SET UP A BRANCH / LOCAL CLUB

- Covering the need to meet other deaf persons regularly. This is easier if you have a local club that organizes events and meetings
- Implementing the national policies on a local level
- Running out sign language courses
- Counselling services
- Advocacy
- Income generation
- Adult education
- Training of members in professional skills

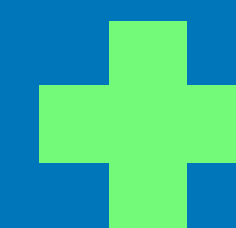


RESPONSIBILITIES OF A DEAF ASSOCIATION AND A LOCAL DEAF BRANCH

NATIONAL
ASSOCIATION
OF THE DEAF

LOCAL
BRANCHES

NAD



BRANCH

Cover national policies
Advocacy on national level
Meeting with government
officials and ministers

Focus on advocacy and
lobbying at provincial
governments and
mayors

Together, deaf issues will be
addressed both locally and
nationally

ACTIVITY 1

CONSIDER IN GROUPS:

- Consider geographic of your country; how far are the districts and what kind of potentiality do they have?
- Are there deaf members present in branches and regions?
- Is it easy to find deaf members?
- What kind of skills and experience do they have?
- How much training and support do they need?
- What is their human rights situation in those deaf communities?
- Can you support them financially?



STEPS TO ESTABLISH A BRANCH



1. CONSTITUTION OF A LOCAL DEAF CLUB

Make the constitution of your branch

- Investigate the possibility of official registration in accordance with your government regulations
- Include common requirements of articles in your constitution
- Mention the name of organisation
- Clarify your relation to the national organization, and which organization that is
- Mention that your local deaf club follows the constitution of the national association
- Determine aims of your organization
 - to bring all deaf people together in your village/town/area
 - to advocate for the deaf to obtain equal rights in the community



2. EXPLAIN YOUR ACTIVITIES

You should explain what kind of activities you carry out in the club, e.g.

- Arranging meetings for the members
- Promoting the status of sign language
- Promoting cultural activities of deaf people
- Promoting access to public cultural services
- Organizing training courses, seminars, and workshops
- Informing the members of the services provided by the local hearing community
- Informing the hearing community about the needs of deaf people
- Cooperating with local authorities to promote equal opportunities for your members



3. DEFINE MEMBERSHIP CATEGORIES

You should explain what kind of activities you carry out in the club, e.g.

- Your activities should be open for everyone: children, women, elderly persons, persons having multiple disabilities, people identifying as LGBTQ+)
- Define your membership categories
 - Ordinary members (deaf persons)
 - Honorary members (a person who has provided important and distinguished activities for the club)
 - Sponsoring members (individuals or organizations who support the aims of the club. They do not usually have the right to vote)
- Clarify the rules regarding withdrawal of membership or expelling any members
 - The board should have the right to expel a member failing to pay the membership fee or a member not pursuing the aims of the club
 - It is important to clarify that the board cannot expel a member only because of personal conflicts
 - There must be a reason for the expelling, and it must be stated in the constitution before the board can do so



4. DECISION-MAKING BODIES

- How Annual General Meetings take place
- Can an Extraordinary General Meeting be called, and on which situations
- The voting rights at the general meetings
 - Does everyone have a voting right; are decisions made by a simple majority?
- State the responsibilities, roles, and duties of your board
 - How should board meetings take place, and how often?
 - Who have the right to sign on the behalf of the club?
 - When is the reporting and accounting period?
- Include considerations about proposals of amendments and dissolution of the branch



WHAT CAN BE INCLUDED IN CONSTITUTION

- 1.Name of the local branch organization
- 2.Description and use of common seal and logo of the organization
- 3.Mission (main purpose) of the organization
- 4.Vision (desired situation in the development field) of the organization
- 5.Objectives of the organization
- 6.Board of Trustees/ Executive Committee of the organization including how many will they be; how will they be put into and out of office



MEMBERSHIP MOBILIZATION

Membership mobilization = Successfully mobilize, and support local deaf members to get involved and strengthen the local branch at grassroots level



MEMBERSHIP MOBILIZATION STRATEGIES

1. Secure strong leadership

- Engage strong leadership with grassroots member support to drive the community-wide efforts
- Strong leaders can include both individuals who take on the work and the organization(s) that spearhead collaborative efforts



MEMBERSHIP MOBILIZATION STRATEGIES

2. Establish formal and informal structures

- Develop a formal structure that can effectively lead community change efforts.
- Establish key structures and develop guiding documents to help facilitate the coordination of provincial/district efforts
- Transition from informal to formal structure
 - Mobilize and identify members of an area and organize meetings
 - Check members' knowledge about National Association and if no knowledge do basic presentation about NAD and its objective as well mission objective of mobiliser
 - Identify potential caretaker/acting leader pending when larger membership are identified, branch constitution are developed and adopted



MEMBERSHIP MOBILIZATION STRATEGIES

3. Develop shared vision

- Create a shared understanding of the goals of the association and goals of province/district by drafting a written mission statement for collaboration between branches and national association



ORGANISE PUBLIC MEETING

The purpose of a public/community meeting is to exchange ideas and information, potential leaders and volunteers are identified, and goals and initial action plans to do for district/provincial activities are established.

- 1. Plan early:** Start planning at least 14 days (or as early as possible) before the meeting date
- 2. Designate a planning work group:** Although a community meeting is a community event, it is helpful to designate a work group to handle the planning or organization of the meeting
- 3. Set a date, time, and place:** Make sure to avoid conflict with other regularly scheduled meeting
- 4. Develop and set a goal:** Why are you holding the meeting? Establish a clear goal or objective for the meeting. For example:
 - To present results of a town survey to the community
 - To collect opinions from community members on strengths and weaknesses of the community

ORGANISE PUBLIC MEETING

5. Develop an agenda: The agenda should follow the stated goals. The group should know what to expect before attending a meeting. You should be clear about what is being planned, how the meeting is going to be run, and who is going to play what role.

6. Invite: Community meetings should be as inclusive as possible. Invite youths, elderly, teachers, farmers, and everyone in between. It is also important to include representatives from your villages, churches and civic organizations

7. Follow-up: Provide follow-up information about the results of the meeting and evaluate the meeting



STRENGTHENING LOCAL BRANCH CAPACITY

The organizational development of local branch requires:

- Understanding how an organization functions - determining where the organization is
- Using the local branch human and monetary resources to build a strong organization - use what you have
- Planning and implementing actions that enable the local branch to improve people's lives - do what you can
- Strengthening an organization's ability and capacity to effectively provide services to its deaf members and stakeholders
- Sustaining its finances, operations, and benefits
- Providing leadership and other trainings to deaf branch board members and members

TRAINING TOPIC EXAMPLES

It is important to provide leadership trainings and other trainings to local deaf branches and local members, so they understand the importance of having local branches and are equipped to carry out the work at a local level

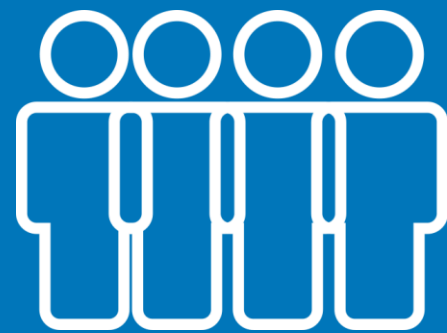
- Importance of your national sign language
- How to use sign language interpreter
- Human rights and deaf awareness issues
- How to mobilize to get members to set up local branches
- The constitution and organizational structure of your association
- Advocacy
- Communication
- Gender equality
- Resource mobilization
- Fundraising
- Conflict management



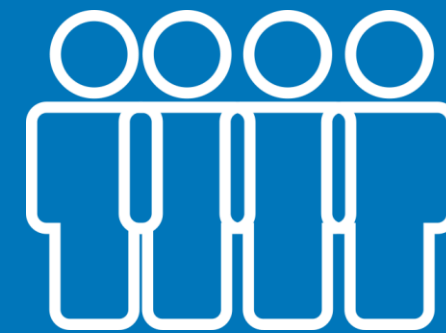
CASE STUDY: MALAWI NATIONAL ASSOCIATION OF THE DEAF



MANAD got financial support from the Finnish Association of the Deaf (FAD)



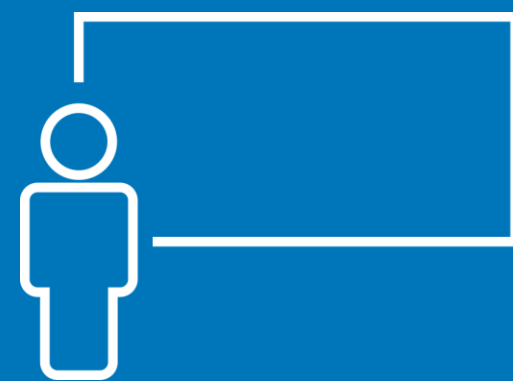
MANAD trained 13 Trainers of Deaf Trainer (TDT) in different regions



After completing the course, they were sent to open branches



The branches are under the control of MANAD district committee headed by the chairperson



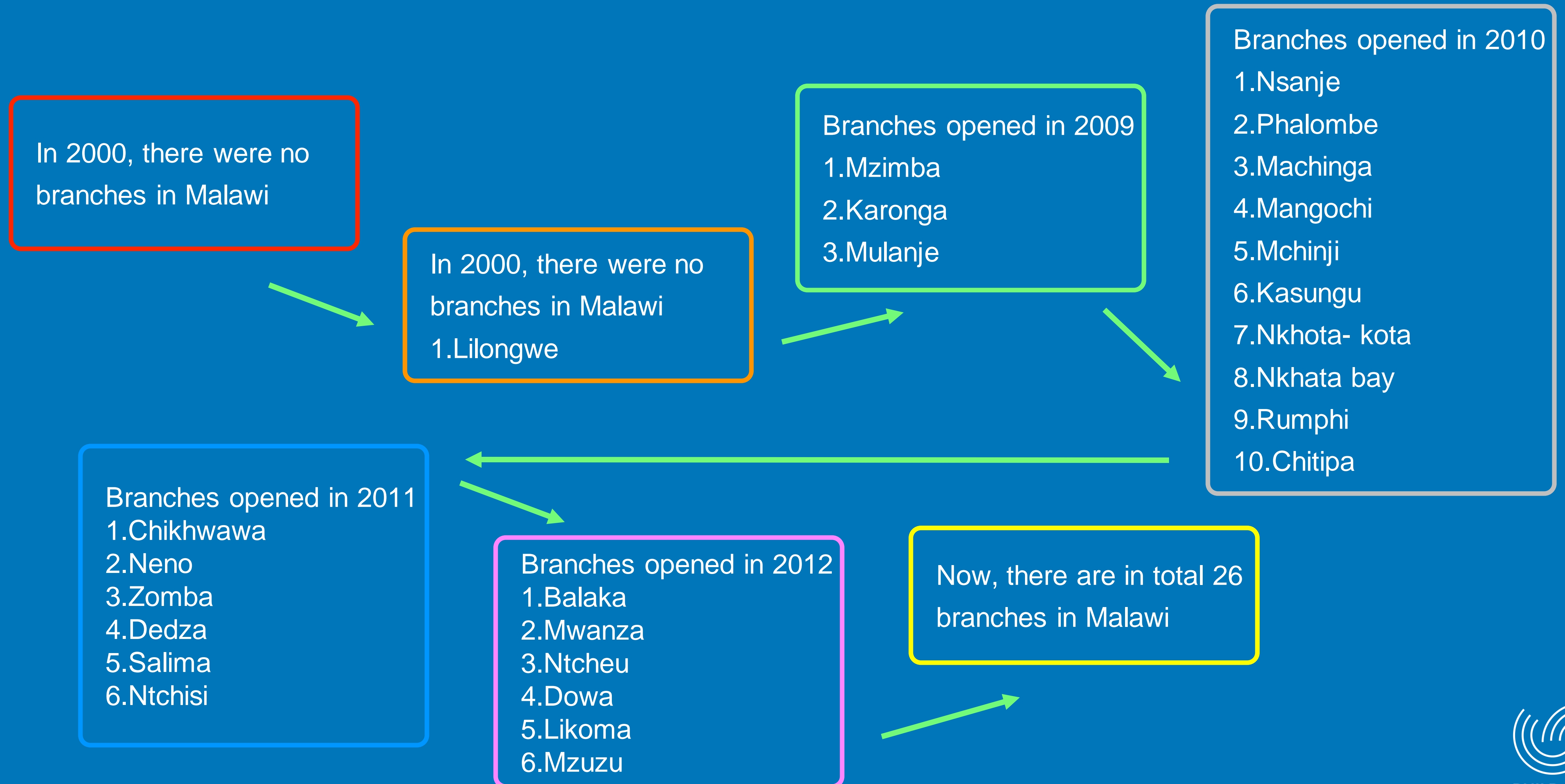
The chairpersons from each district branches had a leadership training

TRAINING TOPICS

- Importance of Malawi Sign Language
- How to use sign language interpreter
- HIV/AIDS
- Human rights and deaf awareness issues
- Mobilization of members to set up branches
- Conflict management
- MANAD constitution and organizational structure
- Advocacy
- Communication
- Gender
- Leadership
- Resource mobilization and fundraising



BRANCHES IN MALAWI: TIMELINE



GHANA NATIONAL ASSOCIATION OF THE DEAF: THE STEPS AND EXPERIENCE IN DEVELOPING LOCAL BRANCHES



GHANA HAS 260
DISTRICTS WITH 16
REGIONS

THERE ARE 134
LOCAL BRANCHES,
OF WHICH 130 ARE
FULLY RECOGNISED
BY GNAD

ESTABLISHMENT OF BRANCHES

IN 10 REGIONS, THE
BRANCHES WERE
ESTABLISHED BY
SETTING UP
REGIONAL
EXECUTIVES

IN 6 REGIONS, THE
BRANCHES WERE
ESTABLISHED BY
SETTING UP
INTERIM
MANAGEMENT
COMMITTEE

STRUCTURE OF GNAD

GNAD BOARD: 9 MEMBERS AND 6 MEMBERS FROM THREE WINGS (SPORT WING, YOUTH WING, WOMEN WING)

NATIONAL EXECUTIVES COMMITTEE MEETING

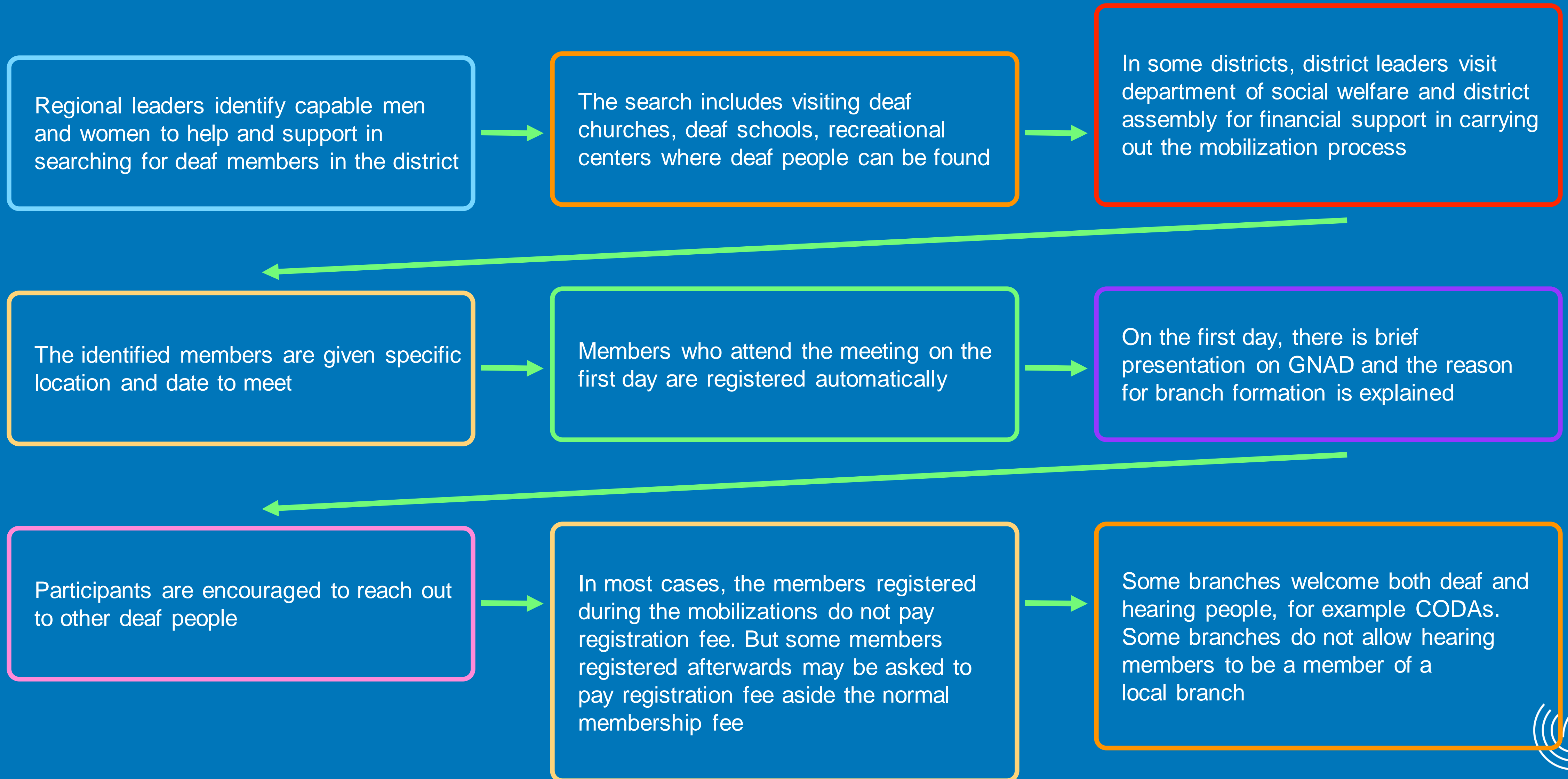
MADE UP REGIONAL LEADERS FROM ALL SIXTEEN REGIONS IN GHANA. IT TAKES PLACE TWICE IN A YEAR

During the NEC meeting, one of the important discussions is the establishment of new districts and mobilization of members in old districts.

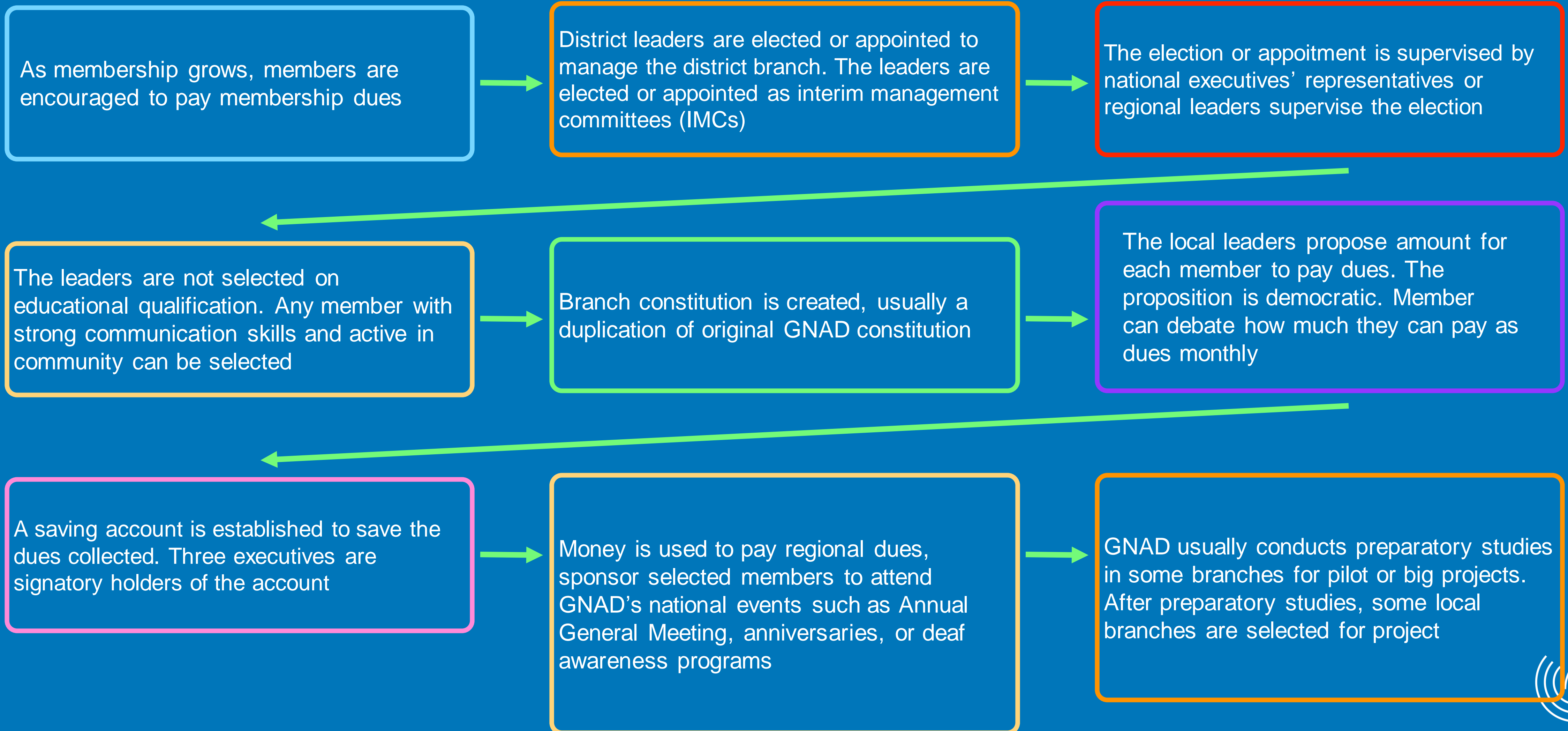
Regional leaders are tasked to search available districts where there are deaf members but are not mobilized.



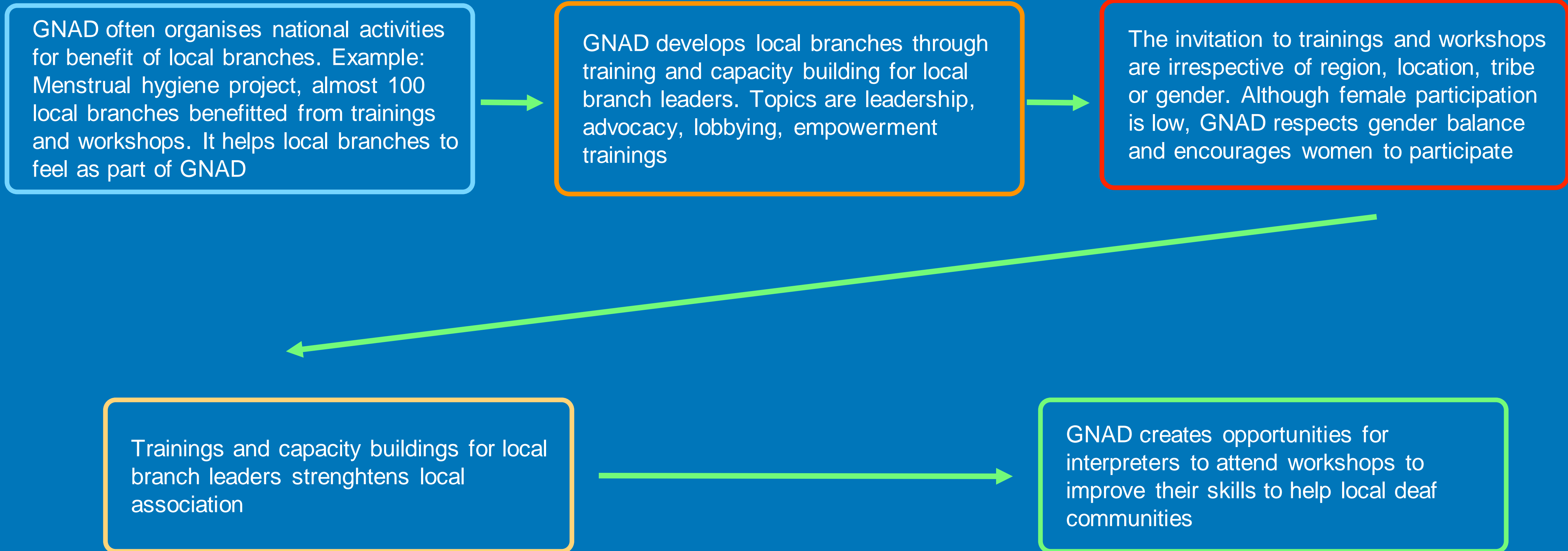
STRUCTURE OF GNAD



STRUCTURE OF GNAD



STRUCTURE OF GNAD



IT TAKES TIME TO ESTABLISH BRANCHES!

- GNAD was established in 1968
- The first local branch was established in 1970
- The first regional branch in 1983
- The process of establishing the local branches is long one
- Building and strengthening branches involves a lot of work



DISCUSSION QUESTIONS

- What do you think of case studies from Malawi and Ghana?
- Was there anything in their stories that surprised or inspired you?
- Is there anything you learned from those case stories?



ACTIVITY 1

1. Make a list of people you consider dynamic leaders
2. Discuss why these people are included on the list



ACTIVITY 2

What motivated you to become a member of the branch in your area?

Make five factors



ACTIVITY 3

List community based organisations operating in your province

Review 2-3 organisations from the list and look at their roles and objectives

