

# ELECTING A COMMITTEE

<b>ACTIVITY:</b>	<b>Electing</b>
<b>TIME:</b>	<b>One hour</b>
<b>OBJECTIVE:</b>	<b>To enable the CHC to have effective leadership</b>
<b>KEY MESSAGE:</b>	<b>'Good Leaders serve the people who elect them'</b>

**DISCUSSION :** the ideal attributes of each officer to ensure that the correct people are elected.

An Executive Committee is made up of at least six people who will guide the CHC:

**Chairperson:** It is preferable to have a woman as a chairperson if the majority of people in the CHC are women. She should be someone who is highly respected in the community, and has a strong personality to lead others and make decisions without being afraid. She also needs to be an inspiration and a good example, leading the kind of life that is appropriate for the head of a hygiene club.

**Vice Chairperson:** This can be a man or a women, who can take over if the Chairperson is sick or absent. They should have the same good character as the Chairperson

**Secretary:** It is most important that this person is literate and well schooled, as well as neat and methodical, with good handwriting and careful character. She or he has to keep all the records of the hygiene club, especially the register, household inventory and minutes of meetings.

**Vice Secretary:** This person should stand in for the secretary if she or he is absent, and also assist in the above duties so that all the information is not in the hands of one person.

**Treasurer:** This person is only needed if money is collected within the club or if there are donations that need to be recorded. Obviously he/she must be a very honest person who has never had any complaints against him/her. She must also be in a position to keep money in a safe place or be able to travel to town to bank the money. Of course she/he must have a good education and be very numerate.

**Vice Treasurer:** She/ he must assist the treasurer and make sure that all the money is kept in a transparent way. If there are any doubts she or he must alert the Chairperson.

**Facilitator:** If the facilitator for the health sessions is CHW, she/he should also be on the executive committee to help and guide all activities as she/he is the most qualified in this respect. Once the duties of facilitation are over, she/he should become the Water and Sanitation and Hygiene Officer, who will continue to be responsible for monitoring the public health issues in the areas, and alerting the authorities or CHC if there is any need for action.

## **WHO SHOULD NOT BE ON THE COMMITTEE**

As CHCs should always make sure that they are not affiliated with any particular political party or a particular religion. No politician, councilor, traditional or religious leader should be given a position on the Executive Committee because this may lead to others refusing to join, or to the CHC being used for purposes other than the improvement of health.