

Annual General Meeting 2018



AGM
2018

**PROGRAM &
ORDER OF EVENTS**

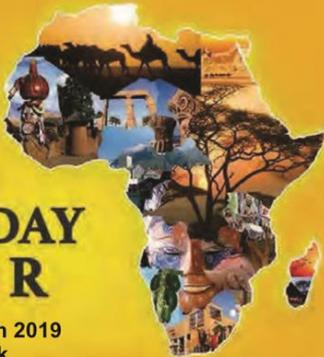
2019 Major Events

Organisation of African Communities in WA Inc Presents

Act-Belong-Commit

JAMBO

16th
AFRICA FESTIVAL FEB 2019



**AFRICA DAY
DINNER**

SATURDAY MAY 25th 2019
Gloucester Park
3 Nelson Cres, East Perth WA 6004

AWARDS NIGHT 2019:
Grand Finale of the Africa Week



7th Sept @

Pan Pacific, Perth

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ORDER OF PROCEEDING for 2018 AGM

4.20 PM	Members & Guests arrive and sign register.
4:30 PM	Welcome by AGM President
	Apologies
	Confirmation of minutes of the previous AGM
	Adaption of Draft Constitution
	President's report
	Treasurer's report
	Presentation of the secretary's report
	Election of management Committee members
	General Business
	Date of next AGM
6:00 PM	Close of AGM

2018 Election committee:

1. Rev Dr Francis Fornah
2. Khumbo mpikamezo

ABOUT OAC

Our Formation History: Organisation of African Community of Western Australia Inc. (OAC-WA) is a not-for-profit organization that provides support, services and representation for all Africans in Western Australia at a state and national level. OAC-WA has been in existence since 2012 but was officially inaugurated late 2014.

Mission Statement:The mission of OAC-WA is to provide a united and cohesive front of the African Communities in WA. OAC-WA works to promote fairness for and responsiveness of the various African groups for the delivery and design of Government policies and programs. OAC-WA promotes multiculturalism as a fundamental importance that defines what it means to be Australian in the modern time and to address issues of concern for Africans, while recognizing and celebrating efforts that have been made by many African Australians to settle in and contribute in various ways to this society.

Vision: African communities make up a large proportion of migrants in Western Australia, and we realised with a steady influx of people from areas like Liberia, Sudan, Somalia, Congo and Burundi, the population would continue to grow; OAC-WA aims to prepare every eligible African in Western Australia to become a responsible, united, participating citizen and leader.

OAC Objectives: OAC sits under the umbrella organisation, the Federation of African Communities Councils of Australia (FACCA), based in Adelaide, South Australia and has aligned its objectives and long term goals with those of FACCA. In brief, the OAC-WA is focused on working hard to achieve the following:

- To work with FACCA to advocate for and advance the welfare of African people in Western Australia;
- Provide a platform on which Africans from diverse backgrounds and countries living in Western Australia would use to discuss economic, social, political and cultural issues of concern to Africans and African Communities in Western Australia, and work collaboratively to find lasting solutions;
- Advocate on African issues to the State Government and other bodies as relevant;
- Provide information and referral services to Africans in Western Australia;
- Organise an annual African Festival to celebrate and share the positive contribution of Africans in the Western Australian cultural, social and economic spheres of life;

- Share information, knowledge and best practices with other African community Organisations;
- Establish Community Grievance Resolution Procedures and provide culturally appropriate support when necessary;
- Provide capacity building training and professional development within interested African community organisations in Western Australia to ensure accountability, openness and transparency; and
- Work with African based organisations in Australia and other related bodies to advocate for and advance the welfare of African people in Australia.
- To provide input into policy and decision making processes.

A SUMMARY OF 2018 PROJECTS & ACTIVITIES

Workshops & Mentoring: OAC-WA provides ethnically and linguistically appropriate training and information sessions to individuals and African groups. This project purposes to increase the knowledge and responsiveness levels of mainstream service providers to with new and developing communities by Africans that have successfully overcome these challenges.

Cultural Orientations & Settlement: OAC-WA provides support and settlement orientation to recently arrived African Migrants. to enable them to get established in Western Australian society. OAC-WA will implement this project by linking younger people to peer mentors, guiding and directing to the appropriate migration service providers, advocating and cultural events.

Support and Recreation: OAC-WA delivers a youth project that addresses the based needs, mentorship and advocacy for African youth in the state. OAC-WA has forged partnership with Miss African, Miss Liberia, Face of South Sudan and Perth African Cup of Nations Tournament to craft pathways for young Africans to linkup with local sporting, fashion, musical and arts groups to develop and provide platforms to participate in the broader community. This is done by Africans who are always willing to voluntarily help fellow expats

Counselling Provide counseling services for people of African origin and friends of African. The service includes: Anger Management Counselling, Domestic Violence Counselling, Problem Gambling and Addiction counselling; Adolescent mediation Therapy and General Counselling.

Stop the Violence Project A six-nine month training and mentorship programme delivered under the auspices of African Australian Mentoring Programme, it is a concept focused on young Africans with the aim of

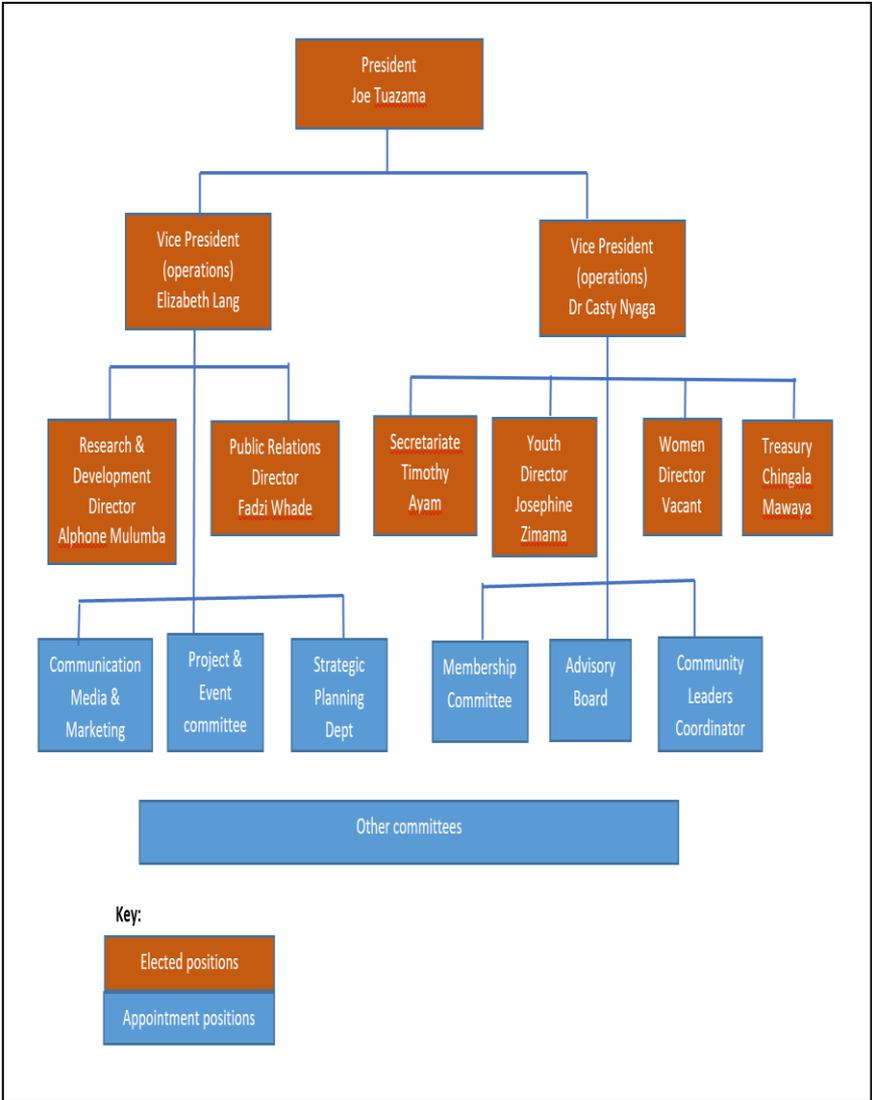
providing mentorship in capacity building, self-esteem and leadership. This project is focused on identifying what violence is and creating awareness on how to stop it both within and outside of African communities, especially amongst the youths. We work together with Edith Cowan University, WA Police, Department of Local Government Affairs, and Office of Multicultural Interests to deliver this programme. STV as it also known partners with non-African organizations and bodies through OAC WA youth department to engage community base solutions to stopping violence in Perth. The programme was first launched in August 2016. The first phase was done from 18th February 2017 and ended 2nd of September 2017. Second phase commence on the final quarter of 2018 and scheduled to complete April 2019. The success is great and more is expected from the African-Australia youth

Schools Outreach Programme: “Make It Happen” This phase provides opportunity young Africans in years 10-12 in senior high schools to be mentored. This is a programme designed to create rapport with target class, keeping the target group focused and motivated to further their educational careers through to advance learning and University. Some components of Make It Happen also focus on the need to stop all forms of violence among the youths in schools, while exposing the various negative side effects of violence through lectures, talk shows and peer mentoring. This programme creates and establishes Support teams in schools to assist and provide support for identified year 10-12 students who may need more attention with their studies due to family abuse, or any form of violence, or observed to be generally lagging behind academically. The support will be provided by graduates of Stop the violence training programme.

Justice Reinvestment: “Mentor Me Reconnect” Is a new approach in tackling the causes of crime and provides a viable option as our prison expansion costs become unsustainable. It re-directs money spent on prisons to community-based initiatives which aim to address the underlying causes of crime, promising to cut crime and save money. This programme is to assist young Africans who are released from prison to re-integrate properly into the society preventing re-offending. Partners identified to work with are Attorney general Office, Department of corrections, WA Police. Expected outcomes of this programme are:

- A boost in self-esteem and development amongst the youth.
- Significant reduction in crime
- Self-identity
- Identification with role models
- Identify opportunities in their respective communities and beyond. This project will be officially launched before the end of this year!

2018 OAC Organisation Chart and executive committee



OAC Executive Committee



Joe Tuaku Tuazama
Executive President



Dr Casty Nyaga Hughes
VP - Administration



Elizabeth Lang
VP - Operations



Timothy Danladi Ayem
Executive Secretary



Chingala Mayawa
Member



Fadzr Whande
Public Relations Officer



Alphonse Mulumba
Research/Development Chair



Dr Micheal Nwokeiwu
Research/Strategy Officer



Paul Odongo
Event Coordinator



Ann Kibiku
Director For Communications



Ibrahim Kebe
Member/Agri. Work/Support Chair



Viola Laki Wani
Health Support Officer



Gaboripal Josephine Zimama
Health Practitioner



Bobby Mwakichuka
Project Coordinator



Cesta Tungaraza
Member

President's Report to the AGM 2018

Welcome: Greetings everyone and welcome to the Organisation of African Communities of WA (OAC) AGM for 2019. The executive management committee has achieved so much and I feel honoured to witness an election and re-elections of new committee members, full of enthusiasm, new ideas and with the objective to do the best for Western Australia's African communities. I thank the inaugural executive management committee for their hard work, commitment to attending meetings and adding values to our communities. The one thing that brought us together is that we are all passionate about our children's futures and building a vibrant African local community.

Achievements: Working together with volunteers and about 75% of the incorporated African countries groups 2019 was a productive year for us as we set goals and improved the quality of advocacy/representation we provide members in our community. At each meeting, we would discuss our quality improvement plan for the OAC as a peak body of the African

Communities groups in Western Australia and set goals and note our successes. Here are some of those successes:

Fostering strategic partnerships

Girrawheen Hub – is an election commitment to the OAC from the Labor Government. The venue is owned by the City of Wanneroo and a grant from OMI is received to ensure Multicultural usage.

WA Police - Revised the recruitment process to prevent discrimination in recruitment, and ensure diversity is reflected.

The University of Western Australia – a collaboration with Africa Research and Engagement Centre (AfREC)

Edith Cowan University (ECU) - to conduct a groundbreaking impact assessment on the Stop the Violence Mentoring program. The program has proven to be a potential remedy to reduce African youth-related violence if supported.

Richmond Wellbeing – to provide a quality and culturally appropriate mental health services to people multicultural backgrounds.

Community Connection/Event

OAC Internal procedures and systems: We produced events calendars highlighting important dates (when things need to be done) by which member of the group and the deadlines. We further developed a document to improve the Handover folders for new committees for our member groups and set a Handover Committee meeting to follow the AGM so the new committee would have the information they needed at the commencement of the new year (to commence in 2019).

Initiated the **WA African community Awards** on September 1, at Novotel hotel which shall become the grand finale of Australia Africa Week. The WAACW 2019 will be held at Pan Pacific Hotel on September 7, 2019. All are encouraged to book the date, nominate and attend.

Jambo Africa 2018 attracted over 5,000 people making the biggest African event in Western Australia. OAC hopes to double the number in the coming event, February 16, 2019, at the same venue (Stirling Civic Gardens)

Africa Day 2018 – In 2018 the event was attended by over 400 people and OAC is appealing for community support to make the 2019 event bigger.

OAC Projects

Stop the Violence Phase II – OAC had recruited 20 youth and young adults to complete the Train the Trainer. The project aims to develop potential role models and peer mentors. The runs for over seven months. Sponsors are ECU and OMI.

Let's Make it Happen – high School-based mentoring project starts 2019 with Girrawheen, Dianella and Balga high schools. Facilitators and mentors are graduates of Stop the Violence Phase I.

Mentor me Reconnect – is expected to commence early next year when funding is received. The project aims to support at-risk African youth to

good behavior and their parents to reconnect. This project is subject to the approval of the WA police crime prevention grant.

African Women Leader program to commence in 2019. The project aims to build the capacity of African women to take on leadership responsibilities in corporate, business local government, community and at workplaces. This is a joint project between OAC and UWA.

OAC's Hub – aims at providing a safe environment for young people on the weekends and weekdays for capacity building and social activities. The City of Wanneroo has identified the John Moloney Club Hall on 34 Highclere Blvd, Marangaroo WA 6064.

OAC Constitution Reviewed – a committee constituted that was basically responsible for reviewing OAC current constitution to meet the new legislature. The draft will be adopted at the 2018 AGM.

I would like to personally thank the efforts of the current committee. We have made many decisions together and reflected much on our practice as a committee and organisation within the community. As we progress to the voting and electing of a new committee, I would like to note that it is a rare opportunity to get involved in a committee such as this – for a not for profit organisation that is community owned and operated. With this in mind, I encourage you to have a go and get involved. It is only three year and it will enrich your experience in the early learning years and forge some great friendships too.

To our volunteers, Sponsors and partners, both current and future, I sincerely thank you for your past, present and future support. Let us work together and build a vibrant, resilient and strong African Community. It a real team effort.

Joe Tuazama

OAC Executive President

Treasurers financial report:

ORGANISATION OF AFRICAN COMMUNITIES (OAC)

Treasures Report

For the 12 months ended 30 June 2018

	Jun-18 AUD\$
Grant & Sponsorships	
Africa day income: Grants	7,291.00
Africa day income: Tickets	14,474.12
Award Night - Grants & Sponsorship	2,750.00
Equipment Grant - Lottery west	5,600.00
Jambo Africa Grant - City of Stirling	9,772.72
Jambo Africa Grant - Health way	5,000.00
Jambo Africa Grant - Lottery west	15,000.00
Other Revenue	6,045.45
Stop the violence Grants	<u>27,030.00</u>
Total Grant & Sponsorships	92,963.29
Plus Other Income	
Donations	636.34
INCOME FOR OTHER COMMUNITIES	31,400.00
Membership fees	100.00
Other Income -Fundraising Activities	27,386.37
Other income -stall revenue	<u>1,650.01</u>
Total Other Income	61,172.72
Less Operating Expenses	
Advertising	421.64
Africa Day Expenses	28,490.76
Bank Fees	8.52
Consulting & Accounting	1,710.00
Award Night Expenses	15,504.64

General Expenses	1,355.92
Insurance	1,580.41
Interest Expense	100.00
Jambo Africa Expenses	48,361.93
Meetings, Members Welfare & Support	2,928.78
Office Expenses	140.00
Printing & Stationery	507.77
Rent	909.09
Sporting Event	500.00
stop the violence expenses	17,263.75
Subscriptions	535.36
Support for other Communities	3,807.49
Telephone & Internet	2,098.92
Youth Support	<u>2,734.49</u>
Total Operating Expenses	<u>128,959.47</u>

Net Surplus **25,176.54**

Cash at Bank 30/06/2018 **43,299.34**

Treasurer:



Mr Chingala Mayawa

Report of the General Secretary

OAC Update: The office of the General Secretary has largely been involved in coordinating the secretariat administration and working with the various departmental heads and national communities.

A. On behalf of the President, Board of Elders and the management team, I welcome you all to OAC WA 2nd year running in our new office made available through the goodwill and support of Margaret Quirk MP and the Mayor of the city of Wanneroo, Tracey Roberts. We remain grateful to them. Previously we have moved office from 199 Leederville to 2 Pier Street in the city and from there to our present location here in Girrawheen Hub.

B. One of the highlights of this meeting will be the presentation of the reviewed constitution and the ratification of the same to further the activities of OAC WA and keep us an organization perfectly under the ambit of the regulators in accordance with WA government requirements.

C. Under the reporting period, we have held a total of 35 meetings at the general, adhoc, and subcommittee levels all aimed at building networks and giving direction to the organization. We are looking forward to more of the meetings in the New Year.

D. The organization has within the reporting period improved on the quality of the organizations website, making it more interactive and user friendly.

E. OAC WA community engagement reached out to and worked with some of the following African communities in WA, Ghana, Tanzania, Kenya, Liberia, Nigeria, Sierra Leone, Zambia, Congo, Mauritanian, Burundi, Cameroon, South Sudan, Senegal, Somalia, South Africa, Egypt, Zimbabwe, and looking forward to add to our list in the coming year.

OAC Major Events in 2018.

Jambo Africa cultural festival held 3rd February. This event is fast becoming a multicultural icon presented by OAC. A hallmark for the celebration of African culture in arts, dance, music, fashion and food, but also provides a high anticipated opportunity for people from all cultures, particularly CaLD to identify with and participate in this all lifting event that brings all Africans in WA together. This event holds in February each year. We continue to cherish the support of City of Stirling, lottery west and other sponsors of the event. This year's event pulled an estimate total of about 3000 people in attendance at various times during the event. JAMBO AFRICA also provides opportunity for African entrepreneurs to display, advertise their products, promoting their businesses.

African Day 26th May, Gloucester Park, Perth. African Day this year brought together African communities, leaders of African groups, leaders of government agencies, leaders of service providers, friends of Africans in the CaLD community and supporters. It is also a forum to appreciate all our partners and stakeholders. Africa Day this had spectacular presentation in the "Regions of Africa" anchored by participants of African Australian Youth Mentoring Programme (Stop the Violence).

Western Australian African Community Awards Night (WAACA)

This event held on the 1st September 2018, at the Novatel Perth Langley. The purpose of the awards night was to celebrate the contributions of Africans- Australians to community development and celebrate the successes of individuals in their rights and the positive contributions of

such endeavours. Western Australia Africa Community (WAAC) Award recognize the positive contribution and impact of African-Australians in WA. The awards acknowledge young people, innovators, business leaders, community leaders and champions for their contributions to the African Australian community locally, state-wide and nationally. The Awards also reward outstanding community groups and organisations that support the state’s multicultural agendas.

The ceremony attracted more than 300 community members, service providers, government officials and various institutions including education and business.

The theme for the **WAAC Awards** is **“Building a Vibrant, Resilient, and Strong African Community”**. In addition to receiving awards for their achievements, attendees and finalists were provided with an opportunity to network and share information on the great contributions of African Australians that are not recognised by the mainstream. A big thank you to our sponsors for this event. The winner and the sponsors for 2018 were:

<u>2018 Award Category</u>	<u>Sponsor</u>	<u>Winner</u>
Excellent in innovation	Murdoch University	Astrid Kapinga
Social Change	OAC	Kwadwo Adusei
Women in Leadership	UWA/ Department of Communities	Bouah Kardio
Community Champion	OAC	Alberta Sarfoaah
Outstanding Youth	WA Police	Nyat Mulugeta
Community Pillar	Richmond Wellbeing	David Mickler Christine Ward Casta Tungaraz

This was the first time for award night event and there was a big success as evidenced by the large participation and interest from African high commissioners in Canberra, some of whom were present at the occasion, the results of the survey and tickets sold out before the event.

During the Australia Africa Week, the Organisation of African Communities of WA brought together a diverse range of individuals and stakeholders including African Australian community leaders, business leaders, young people, Australian elected government officials and visiting African government officials as a united front working together on issues that affect African Australians in WA.

Mr Timothy Ayam
OAC Secretary General

2019 Nominees

	Position	Nominee
1	President	Joe Tuazam
2	Vice-president (Administration & Finance)	Dr Casty Nyaga (CPA)
3	Vice-president (Operations)	1. Elizabeth Lang 2. Dr. Michael Nwokeiwu
4	Secretary General	Cedric
5	Treasury	Chingala Mayawa
6	Director -Youth	Josephine Zimama
7	Director –Public Relations and Marketing	Alphonse Mulumba
8	Director – Research & Development	Dr Dominic
9	Director – Women	Vacant

Committee Duties Summary

A **Committee of Management member** shall:

- ✓ Comply with this Constitution, the Associations Incorporation Act 2015 and
- ✓ Exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a Committee of Management member of OACWA,
- ✓ Act in good faith in the best interests of OACWA.
- ✓ Act for a proper purpose.
- ✓ Act to further the charitable object and purposes of OACWA
- ✓ Act in the best interests of OACWA.
- ✓ Not misuse information gained in their role as a Committee of Management member,
- ✓ Disclose any perceived or actual material conflicts of interest.
- ✓ Ensure that the financial affairs of OACWA are managed responsibly.
- ✓ Not allow OACWA to operate while insolvent.
- ✓ Not improperly use-
 - (a) information obtained because they are or were a Committee of Management member;
 - (b) their position as a Committee of Management member to gain an advantage for themselves or another person; or
 - (c) Cause detriment to OACWA.

Duty statement for office bearers

1. **The President** has the following duties-

- ✓ Consulting with the General Secretary regarding the business to be conducted at each Committee of Management and general meeting;
- ✓ Convening and presiding at Committee of Management meetings and preside at general meetings as outlined in this Constitution;
- ✓ Holding all property books and records for which no other officer has responsibility; and
- ✓ Performing any other duty which may be required or is deemed to be necessary, due to urgency, provided always that such action which is taken without prior approval must be consistent with the aims and objectives of OAC WA and must be subject to ratification by the Committee of Management.

- 2. Vice-Presidents Operation** has the following duties –
- ✓ Advise the President and other key members of senior management on financial planning budgeting, cash flow, investment priorities and policy matters;
 - ✓ Oversee, direct and organize the work of the operations;
 - ✓ Promote a culture of high performance and continuous improvement that values learning and a commitment to quality;
 - ✓ Improve operational accounting services such as treasury management, payment processing, payroll and account payable.
 - ✓ Serve as the management liaison to the Committee of Management and audit committee;
 - ✓ effectively communicate and present critical financial matters at Management meeting; and
 - ✓ Other any other work assigned by the Committee of Management or President.
- 3. The Vice-President for Administration** has the following duties-
- ✓ Lead, guide and mentor administrative staff in their tasks and functions;
 - ✓ Consult with the Committee of Management on strategic staffing plans, training, and development and labour relations.
 - ✓ Develop innovative strategies to enhance performance of the administrative staff;
 - ✓ Assess and evaluate existing methods and functions in administrative functions;
 - ✓ Plan and assist in recruiting, hiring, and training of new officials;
 - ✓ Track, monitor and document performance of each individual through their line department or supervisors;
 - ✓ Integrate, upgrade, coordinate and update all databases and make periodic report to the Committee of Management;
 - ✓ Do any other work assigned to by the President or the Committee of Management.
 - ✓ In the absence of the President, the Vice President Administration shall act as the President.
- 4. The General Secretary** has the following duties-
- ✓ Dealing with OACWA's correspondence;
 - ✓ Consulting with the President regarding the business to be conducted at each Committee of Management meeting and general meeting;
 - ✓ Preparing the notices required for meetings and for the business to be conducted at meetings;
 - ✓ maintaining on behalf of OACWA)-

- ✓ (i) the register of members, and recording in the register any changes in the membership;
- ✓ (ii) an up-to-date copy of this Constitution;
- ✓ (iii) a record of Committee of Management members and other persons authorised to act on behalf of OACWA,
- ✓ Ensuring the safe custody of the books of OACWA, other than the financial records, financial statements and financial reports, as applicable to OACWA;
- ✓ Maintaining full and accurate minutes of Committee of Management meetings and general meetings; and
- ✓ Carrying out any other duty given to the General Secretary under this Constitution or by the Committee of Management.

5. The Treasurer has the following duties-

- ✓ Ensuring that any amounts payable to OACWA are collected and issuing receipts for those amounts in OACWA's name;
- ✓ Ensuring that any amounts paid to OAC WA are credited to the appropriate account of OACWA, as directed by the Committee of Management;
- ✓ ensuring that any payments to be made by OACWA that have been authorised by the Committee of Management or at a general meeting are made on time;
- ✓ Taking out all necessary insurances;
- ✓ Ensuring the safe custody of OACWA's financial records, financial statements and financial reports, as applicable to OACWA;
- ✓ Coordinating the preparation of OACWA's financial statements before their submission to OACWA's annual general meeting;
 - (a) Providing any assistance required by an auditor or reviewer conducting an audit or review of OACWA's financial statements or financial report; and
 - (b) Carrying out any other duty given to the Treasurer under this Constitution or by the Committee of Management.

6. The Director of Research shall undertake the following tasks-

- ✓ Carry out research on any research project to inform, improve or advance the objects of the OACWA;
- ✓ Report to the Committee of Management on research undertaken;
- ✓ Collaborate with other researchers locally and internationally on any research related matters affecting or concerning any portfolio within the OACWA f;
- ✓ Undertake a task assigned to them by the Committee of Management and

7. **Director of Public Relations and Marketing** shall exercise the following duties-

- ✓ Managing and updating OACWA's information and engaging with users
- ✓ Commission market research;
- ✓ Represent OACWA locally or internationally in a reputable and responsible manner;
- ✓ Promote the objectives of the OACWA to the general public and media;
- ✓ Foster community relations;
- ✓ Constantly manage to build a relationship with stakeholders, media and industry;
- ✓ Issue press releases and promote media coverage for all OACWA events and activities; and
- ✓ Prepare and execute overall strategic public relation policy approved by the Committee of Management.

Financial Secretary

- ✓ Provide financial and administrative support to the financial team.
- ✓ Reporting to OAC Executive and supporting the finance and accounting team
- ✓ Assisting in the preparation of budgets
- ✓ Managing records and receipts
- ✓ Reconciling daily, monthly and yearly transactions
- ✓ Preparing balance sheets
- ✓ Processing invoices
- ✓ Developing an in-depth knowledge of organisational objectives and process

Project Accountant:

The project accountant position is accountable for monitoring the progress of projects, investigating variances, approving expenses, and ensuring that project billings are issued to customers and payments collected.

- ✓ Maintain project-related records, including contracts and change orders
- ✓ Review and approve supplier invoices related to a project
- ✓ Review account totals related to project assets and expenses
- ✓ Report to management on any opportunities for additional billings
- ✓ Create or approve all project-related billings to customers
- ✓ Investigate all project expenses not billed to customers
- ✓ Organize project/event Documents
- ✓ Organize project meetings along with the project/event coordinator

OAC Youth Department

- Youth Director
- Youth Secretary
- Youth Event Coordinator
- 7 Committee Members
- Assistant youth Director
- Youth Communication Officer
- Youth Sports Coordinator

Officer Duties: The duties of the youth department officers shall be as follows:

Youth Director

- ✓ The Director shall be charged with the administration of affairs of OAC Youth Department with assistance from OAC Vice President for Operations.
- ✓ The Director shall preside over all meetings of the Youth Department.
- ✓ The Director shall appoint committees when necessary to research issues.

Assistant Youth Director

- ✓ The Assistant Director shall assume the duties of the Director during the Assistant Director's absence.
- ✓ The Assistant Director shall assist the Director to perform duties when needed.
- ✓ The Assistant Director shall prepare an annual report with assistance from the Youth Department to be submitted to the OAC Executive every three months, summarizing the activities of the Youth department.

Youth Secretary

- ✓ The Secretary shall record and maintain the minutes of all Youth Department meetings and file them with the copies of previous minutes.
- ✓ The Secretary shall prepare and receive correspondence for the Youth Department and maintain proper files.
- ✓ The Secretary shall perform other duties as ordinarily pertain to the office.

Youth Communication Officer

- ✓ The Communication Officer shall manage the OAC Youth Department Facebook profile.

- ✓ The Communication Officer shall provide and manage the communication process between the Youth Department, subgroups and general members.
- ✓ The Communication Officer shall manage Newsletter.

Youth Event Coordinator

- ✓ The Event Coordinator shall plan, implement and coordinate events for the OAC Youth Department, under guidance and support of the Youth Committee members

OAC Women Department

- Women Director
- Assistant Women Director
- Women Secretary
- Women Social/Hospitality Chair
- 3 Committee Members

Women Director

- ✓ Shall preside all OAC Women's Department meetings
- ✓ Represent the Association at women initiatives or community events as instructed by the OAC Executive Management.
- ✓ Carry out assignments and instructions given to her by OAC Executive Management
- ✓ Create and coordinate committees and task forces deemed necessary to accomplish the goals of the Women Department
- ✓ Be an ex officio member of the ad hoc, events or subcommittees
- ✓ Position involves leadership, organization, communication, and management skills

Assistant Women Director

- ✓ Shall in the absence of the Director assume the duties pertaining to the Department
- ✓ She will assume the responsibility of building a relationship between OAC and other African Women Groups. Assistant Director will make sure that all African women groups kept informed, are invited to meetings, events and project activities.
- ✓ Be an ex officio member of the ad hoc, events or subcommittees
- ✓ Position involves leadership, organization, communication, and management skills

Women Secretary

Shall keep a record of the minutes of each OAC Women's Department membership meeting, and each board meeting. Secretary shall attend to all correspondence of Department the under the supervision of the Director.

Women Social/Hospitality Chair

- ✓ Coordinates the OAC/Women functions decided upon by the Department.
- ✓ Greets guests with name tags for all functions, keeps a record of the number in attendance at each event, purchases flowers for functions at the Directors request, and provides flowers for the centerpiece at each luncheon, if needed.
- ✓ The social/hospitality chair must provide sign-up sheets at the OAC/Women functions for those interesting in joining OAC Women's Department interest committee
- ✓ The chair keeps a master list of all interest groups and follows up with interest group chairwomen to ensure that all members signed up.

Supports from OAC Executive Management

- ✓ OAC shall communicate upcoming issues to the Youth Department, they may respond accordingly.
- ✓ OAC shall guide and direct the OAC Youth Leadership and Youth Department.
- ✓ OAC shall appoint a VP for Operations as a liaison to the Youth Department.
- ✓ OAC shall provide support staff to the Youth Department to assist in carrying out its duties.
- ✓ OAC shall act as a resource to find potential participants
- ✓ Youth Department provide support to Executive management to assist in carrying out events and project.
- ✓ Youth Department shall act as a resource to find potential participants for OAC' projects, programs, and events.

2018 African community members

S/N	Community Group
1	Kenyan Community of Western Australia (KCWA)
2	Malawian Community
3	Liberian Community
4	Nigerian Community
5	South Sudan Community Association of WA Inc
6	Burundi Community
7	Congo Community
8	Tanzanian Community
9	Ghanaian Community
10	Cameroonians in WA

Partners and Sponsors for 2018

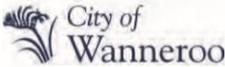
Africa Day 2018 Sponsors



WAAC 2018 SPONSORS

Thank you to our Major Sponsors

Supported by:



The City of Wanneroo thanks the African community for the important part it continues to play in enriching the cultural tapestry of our City, celebrating our diversity and helping our communities to become more inclusive, connected and vibrant for all residents.

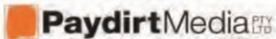
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Organising Partners



OAC Future Activities & Events: 2019 and beyond

Women department set up

African Women Leadership, Empowerment and Development (A-LEAD) Program

The University of Western Australia (UWA) is dedicated to achieving social equity and providing opportunities for social advancement to disadvantaged groups, including through deep engagement with community organisations.

The proposed OAC-UWA A-LEAD Program seeks to create a lasting partnership between UWA and community in order to build leadership capacity in ways that will have a wider impact in not only Western Australia, but across the nation. The proposed OAC-UWA African Women Leadership, Empowerment and Development (A-LEAD) Program seeks to develop African-Australian women's leadership and networking skills. Ongoing stereotypes about African-Australian communities, and the lack of diversity in senior leadership positions across a range of sectors, including academia, government, industry, and community sectors, mean that this program will be well-positioned to address existing leadership gaps in Australian society. In addition the proposed OAC-UWA A-LEAD Program seeks to address the leadership gaps currently experienced by women (across different age groups) of African ancestry in Western Australia. Some of the identified leadership gaps include:

- a) Inadequate representation of African-Australian women in leadership across a range of sectors;
- b) Slow career progression of African-Australian women in their respective professions; and
- c) Insufficient access to networking opportunities.

As a leading research and education institution, UWA has the capacity to work with existing African-Australian leaders to address the abovementioned gaps through a community-led approach. The A-LEAD Program provides the perfect opportunity to do so as it will utilise an ABCD (Assets based community development) approach to program development, which focuses on the strengths rather than the perceived problems and needs of the African-Australian community. The A-LEAD Program will identify and mobilise individual participants' and the African community's assets (skills and abilities) in developing and delivering the content of the program. The program will be comprised of a series of workshops developed and delivered by leading UWA academics in

consultation with participants and African-Australian community leaders. It will also include one-on-one mentoring between participants, and networking opportunities with academic, community, government, and industry representatives through a public event that will be organised by A-LEAD program participants. The proposed OAC-UWA A-LEAD Program will be multidisciplinary and cover various topics. In brief, the aim of the program is to support and empower African-Australian women to develop essential leadership and networking skills that will help them advance in both their personal and professional lives.

African Student network

youth department of The Organisation of African Community aims to work closely with African-Australia young people at various levels and various Universities. The main aim is to provide platform for connecting, networking and promoting youth activities & self-development. The Organisation of African Community is at a level where the functioning of the youth department is being extended to the Universities through the OAC African Student Support Network. OAC African Student Support Network aims to support African students - those studying postgraduate, undergraduate, at universities, vocational colleges and other registered training organisations in Western Australia. This is a multi-universities support program which permits us to work with all universities openly and freely and advance our position on issues for the benefit of all local and international Africa students. The Organisation of African Communities of WA is committed to forming a unified voice for all African students and making sure that they receive the support they need while they are studying.

The Network will incorporate all African Student Unions/Associations in WA to champion their needs and provide reference to services available to advocate their interests on a wide-ranging of topics, such as:

- Immigration
- Information and advice for pre-departure and arrival
- Orientation and study preparation programs in cooperation with Education Institutions
- Counselling services
- Employment/Work rights
- Support for accompanying family members
- Information and advice for returning home
- Law and Order
- Money management

Some of the expected outcomes of the program will include (and not limited to):

- Improved integration and performance

- Increased network for better performance and sense of belonging
- Minimising the time students take to find and receive help
- Accompanying family members can be empowered to provide more targeted support
- Better money managers

OAC's Hub –“African Youth Centre” @ Marangaroo

The Planned African Youth Centre will provide facilities where the youth can access Various facilities aims at providing a safe environment for young people on the weekends and weekdays for capacity building and social activities. The City of Wanneroo has identified the John Moloney Club Hall on 34 Highclere Blvd, Marangaroo WA 6064.

Work experience Mentor program: This program focuses on professionals who are seeking employment in their area of specialization.

Africa religious leaders’ network: OAC recognizes the important role of the religious leaders in various aspects which are aligned to most of the objectives and vision. There is a need of an inclusive working environment for a stronger African community in future. The initiative of including the leadership of the religious organization are indented as a potential supporting the mediation, stop the violence and peace-building efforts within the community in addition to providing platform for other areas of support. Some of the main the objective of the Network is to improve the effectiveness and sustainability of mediation & support efforts through strengthening relationship between the religious leaders and the community members and supporting the positive role of religious leaders in mediation especially for the youth and families. A steering committee will further explore ways of supporting the community members.

Community Strategic needs Identification: This is an initiative targeting OAC incoming management, sub committees, and the African community leaders. The project will involve a strategic (long/medium term) needs identification for WA African communities. OAC has identified the need for a long-term plan which requires the input of the community leaders for successful implementation. The leadership of OAC and that of the other communities require development of a coordinated strategic planning tool and training to face the next level of challenges as the organisation/communities expand in terms of the number of programs and projects and the increased audience and attendance. The long term need is to develop a plan to facilitate and create a platform for:

- Engaging with the Western Australian Government on issues

- affecting Western Australia's African communities and identify practical solutions
- Developing a comprehensive Action Plan for the WA's African Communities for next 10 years.

The medium term need is:

OAC aims to use this project to extensively engage with many Western Australians community leaders of African heritage to develop a unified and strategic plan by the community which will help to facilitate and guide community initiatives for the next 5 years and more.

Majority of the African communities usually hold the Annual general meeting at the end of every calendar year. This project will be held early 2019 to involve the "new" community management/leaders.

Short planning meetings have been inadequate and not comprehensive enough to address the future needs of the community. This project will be held in a venue which will facilitate adequate planning time. This will be joint planning meeting of OAC executive and community leaders. The exact date and venue will be advised once the funds are available

Appendix 1: AGM Process

Why AGM?

An annual general meeting (AGM) is a meeting that official bodies and associations involving general public are often required by laws (or the constitution, charter, by-laws, governing body) to hold. OAC is governed by its own constitution and other laws in Australia and specifically Western Australia.

An AGM is held every year to elect the management and inform their members of previous and future activities. It is an opportunity for the stakeholders, sponsors and partners to receive copies of the associations accounts as well as reviewing the financial information for the past year and asking any questions regarding the directions the association will take in the future. The AGM can be scheduled in conjunction with another association event that attracts a large number of members to ensure the minimum number of people are present for the AGM. In case of OAC, 2018 AGM is in conjunction with Christmas party.

AGM Preparation

Setting and publishing a date

The AGM is usually organised by the association Secretary with the support of the other committee members. The AGM may be required to be held within a specific time frame by legislation or constitution. E.g. within three months of the end of the financial year. Even if not required by legislation it is recommended to hold the AGM while the financial statements are still fresh and relevant.

The date of the AGM must be made public to members and members of the public. The constitution and law guides on the amount of notice required to be given. Best practice would be to give over a months' notice of the date and location of the AGM and advertise the meeting in a newspaper that covers the association community or even in the social media.

Management Committee Member Nominations

At the management (board) committee meeting prior to the AGM it is recommended to confirm who will be re-nominating for the coming year and who is seeking to relieve their position. The association constitution

may have guidelines in regard to maximum length of service, ineligibilities to be nominated etc.

If there are vacancies, the association constitution may have guidelines on how a new management committee member is elected. In some instances suitable candidates may be approached prior to the AGM to be nominated, people may also come forward at the AGM to be nominated (within the guideline and the time frame). In some instances the position may have to be advertised publicly.

Auditor

If your association is required to present an audit of the accounts at the AGM, ensure that the auditor has been notified and given the required completion date. The auditor may also be required to be re-nominated as the association's chosen auditor for the following year. Have permission from the association's chosen auditor and the nomination ready for the AGM.

AGM Papers

The following reports may be required to be prepared as part of the AGM agenda and shared amongst members prior to the AGM.

1. Annual Report
 - a. Financial accounts
 - b. A summary of the year's activities
 - c. A record of the years achievements
 - d. A preview of what is planned for the next year
 - e. Presidents Report
 - f. Treasurers Report
 - g. Patron's Report (if Applicable)

Preparing the agenda

The agenda should consist of the following items and shared amongst members prior to and on the day of the AGM. An example agenda can be found on Appendix 1.

- Welcome by AGM chairperson
- Apologies
- Confirmation of minutes of the previous AGM
- Chairperson's report
- Presentation of the audited financial statement
- Treasurer's report
- Secretary's Report

- Election of new management Committee members
- General Business
- Date of next AGM (If known at this point otherwise TBA)
- Close of AGM

The Annual General Meeting

The procedures at the AGM are very similar to those of an ordinary committee meeting including the recording of meeting minutes.

Motions

Motions must be moved:

- To accept the minutes of the previous AGM
- To approve the president's report
- To approve the Treasurer's report (including financial statement)

Motions must be seconded, and a vote taken if necessary (a show of hands qualifies as a vote)

Management Committee Nominations

Nominations for Board or Committee members must be called for from the floor (in most case by the returning officer). If more than one person nominates for any position, or there are more nominations than places on the committee, there must be an election process. The election can consist of a show of hands at the AGM or by a secret ballot. OAC has chosen secret ballot for 2018 election.

Some associations may have a nomination and/or election process written into the association constitution which should be followed when a place becomes available on the association's management committee.

General Business

The AGM is an opportunity for the association to interact with members and the general public and therefore should be hosted as professionally as possible to reflect positively on the community association. Any questions arising from the floor during the general business agenda item should be responded to with the best interests of the association/community in mind at all times.

After the AGM

Documentation

The recorded minutes of the AGM should be written up immediately following the close of the meeting to ensure an accurate recording of the AGM has occurred.

The AGM minutes should be filed accordingly and accessible to the relevant board / committee members in anticipation of next year's AGM. An example of AGM Meeting Minutes can be found on Appendix 2.

Board and Committee Member Handover

Any board or committee members stepping down from their position should prepare a handover of their position in anticipation of the new member taking over. This handover would include any relevant point of contact changeovers, access codes, passwords and keys.

If any board or committee member steps down from their role that was a signatory to the association's banking this must be changed immediately and update with a new signatory upon the completion of the position handover.

Appendix 2. – AGM Agenda Template

Committee Meeting Agenda Template

Organisation of African Communities 2018 Annual General Meeting

Sunday 9th Dec 2018 at 4:30pm – 6:00pm

11 Patrick Court, Girrawheen, WA (Girrawheen Hub)

Present: Attach a list of members to sign

Apologies: As per the list

Meeting Ref.	Title/Matter	Minutes
1.	Welcome and Apologies	
2.	Minutes from previous AGM	Confirmation of minutes from AGM
3.	Revised constitution	Adaption
4.	President's Report	Available to read prior to AGM via the association website or distributed to the members
5.	Presentation of Association Financials	
6.	Treasurer's Report	Available to read prior to AGM via the association website or distributed to the members
7.	Secretary's Report	Update provided from secretary on progress from previous year and next year's aims or projections.
8.	Election of new management Committee Members	Positions for election: President, Vice-President (Administration), Vice-President (Operations), Secretary General, Treasury, Director of Research & development, Director of public relations, Director of Youth
9.	General Business	
10.	Date of next AGM	
11.	Close	

Appendix 3. – AGM Minutes Template

Organisation of African Communities 2018 Annual General Meeting

Sunday 9th Dec 2018 at 4:30pm

11 Patrick Court, Girrawheen, WA (Girrawheen Hub)

Present: *Attach a list of members to sign*

Apologies: *As per the list*

Meeting call to order at 4:30pm by President Joe Tuazama.

Meeting Ref.	Title/Matter	Minutes
1.	Welcome and Apologies	President welcomes all attendee's to the AGM and announces any apologies
2.	Minutes from previous AGM	AGM Meeting minutes "tabled" by the secretary and approved Motioned: <insert the name> Seconded: <insert the name>
3.	President's Report	Chairperson presented their report to the meeting which was approved. Motioned: <insert the name> Seconded: <insert the name> Include any comments in summary
4.	Audited Finances	The Association's Audited financials presented to the room if applicable.
5.	Treasurer's Report	Association Treasurer present their report which was approved. Motioned: <insert the name> Seconded: <insert the name> Include any comments in summary
6.	Secretary's Report	Secretary General presented the associations OAC achievements from the previous year and targets for the coming year.
7.	Management Committee Member Election	The returning officer Take over and announces the Nominations for the various positions, <ul style="list-style-type: none"> • Previous committee dissolved

		<ul style="list-style-type: none"> • Every nominee given an opportunity to address the members • Returning officers conducts the elections as per agreed procedure. • OAC 2018 nominations there is only one position with more than one nominees: Vice-President (operations). • 2019 management committee are introduced to the members • Meeting handed over to the president to continue with any other business.
8.	General Business	Questions can be taken from the floor and answered immediately or later depending on the requirement of the answer.
9.	Date of next AGM	Date of the next AGM was agreed to be: <insert the date> or TBA.
10.	AGM Closed	President closed the AGM at <insert the time>

The next meeting is scheduled for **<insert the date, the time and the Venue>** or TBA.

Signed _____
Name _____
Position _____
Date _____

Signed _____
Name _____
Position _____
Date _____