

African Voices Forum Ltd

Board Induction Pack

Empowering People of African Descent

New Members



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Introduction



INTERNATIONAL DECADE
— FOR PEOPLE OF AFRICAN DESCENT —

The African Voices Forum (AVF) Ltd, Welcomes you! As the chair of your organisation, you automatically become a member of the board of directors and within six (6) months to One (1) year you will be registered with Company House as one of the directors of the African Voices Forum (AVF), Ltd. Becoming a trustee is another stage that is highly challenging, but very rewarding, once you are appointed, because this is the charitable arm of the organisation..

This induction pack is geared towards empowering and guiding you of all the policies and procedures, roles and responsibilities of being a board of director/ trustee and the priorities and focuses for African Voices Forum Ltd.



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About AVF

African Voices Forum (AVF) Ltd is an umbrella Bristol-based network of African and African-Caribbean community associations/organisations, other community organisations working to empower Africans and African-Caribbean to take active part in policies and initiatives that concern them, as well as other organisations that share and support the forum's values, principles, and objectives.

The African Voices Forum (AVF) Ltd is registered in the UK as a Company limited by guarantee with charitable objectives. It was set up on the 18th March 2008 by African and African-Caribbean community groups following their participation in the African Voices conference organised at the Bristol City Council House on 1st March 2008 jointly with them and the Bristol-based Social Justice organisation, African Initiatives.

Vision

African Voices Forum believes in an active and sustainable African and African Caribbean community interventions where our voices and concerns, and those of other groups are given equal consideration by mainstream agencies and where everybody is allowed to enjoy their full dignity and respect and above all to realise their full potential. The Forum aims to empower its membership through the following means:

Enabling People of African Descent to have a voice which feeds into the mainstream; by delivering projects which:

- Address social justice and tackling inequality
- Reduce isolation through community cohesion and integration
- Address Global Education through bringing Africa into the curriculum
- Address Environmental issues and reducing fuel poverty

Furthermore, our focuses are on: (a) Advocacy, (b) Empowerment, (c) Engagement, (d) Education/Training, (e) Arts & Cultural Heritage, (f) Research & Development.



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About AVF

Mission

Building the Capacity of our membership through representation, engagement and support.

Activities

- Produce materials and support models to help African and African Caribbean community associations and organisations to implement their basic standards and to work towards their achievement
- Identify African and African Caribbean experts to support organisations and institutions specialising in education, research, culture, and policy.
- Promote Africa into the school curriculum and African Voices in Schools and colleges.
- Forge and develop formal community alliances within the UK that seek to advance AVF's vision and mission. Network and partnership with other local, national and international organisations on new projects that is related to our interest.
- Increase our resources by sharing our skills and increasing our volunteer base.
- Addressing under-representation on relevant issues and places.

Principles and beliefs

The African Voices Forum mission is informed by the following beliefs:

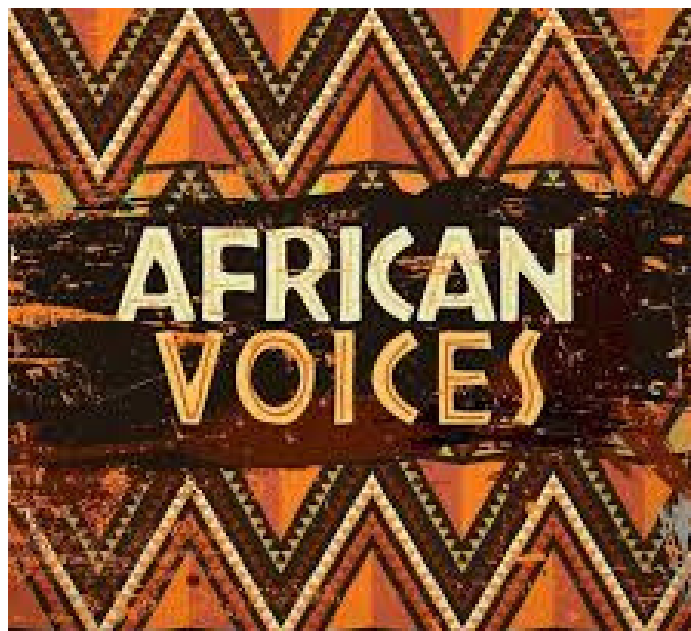
- In the power of community development as a process which gives people confidence and skills to exercise greater power in their everyday lives.
- In working in partnership with other organisations that share similar beliefs in order to maximise resources and influence.
- That properly constituted community organisations can help empower individuals and make them contribute towards a a cohesive and vibrant society
- That racial, religious and cultural diversity adds value to our society, and that everyone has the right to equality of opportunity
- In the unique role of the African and African-Caribbean community sector as part of the broader voluntary and community sector

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About AVF

Objects

- To provide support services, including advice and capacity building, to African and African-Caribbean national community associations and/or organisations, as well as other community interest organisations working to empower African and African-Caribbean communities.
- To authoritatively represent the forum's constituency and to speak out locally, regionally, nationally, and internationally particularly at EU and African Union levels, and promote the millennium development goals for Africa, in pursuit of its Vision and Mission.
- To set up a virtual data base of African and African-Caribbean Experts, as well as a resource base of African arts and culture, which can be tapped into by members of the forum, and other organisations and institutions specialising in education, research and policy, entertainment, environment, community development etc?
- Promote Africa in the curriculum in schools, as well as in further and higher educational institutions, especially by tapping into the pool of African and African-Caribbean experts.
- To develop the forum's organisational structure and procedures, ensure its sustainability, maximise accountability, and foster partnership and cohesion among its members and with other groups, to best meet its other strategic objectives.



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Executive Board

Structure and function

The executive board comprises of all the chairs of the various association/organisation or their representative and co-optees. The board is responsible for the smooth and successful running of the organisation. They are responsible for the strategic planning, ratification, approval and implementation of all projects, policies and programmes.

The board comprises of the following officers:

Chair

He/she chairs all meetings, signs all MOU or any agreements on behalf of the organisation, represent the organisation in key functions, one of the signatory to the account and summon all board or emergency meetings through the Secretary General.

Vice Chair

Deputise the chair in all his/her duties. He/she support the chair in the discharge of all his/her functions. Represent the chair in his/her absent and head the personnel/ management department.

Secretary General

Responsible for the recording and safe keeping of all minutes and documents.

Responsible to summon all board or emergency meetings, through the advice of the chair or his/her deputy. He/she is the chief spoke person of the organisation.

Responsible to prepare annual reports for submission to the company house and charity commission.

Assistant Secretary General

He/she deputises/ supports the SG in the discharge of all his/her duties and functions.

Treasurer

He/she is responsible for the safe keeping and prudence of the organisation finances.

He/she is one of the signatory to the account. He/she is responsible to prepare the annual account for the AGM and submission to company house and the Charity Commission on time. He/she is responsible advice or guides the board on our income and expenditure and key financial responsibilities.

Internal Auditor

He/she is responsible to aid the treasurer in the preparation of our annual accounts for submission to Company house, Charity Commission and the Annual general Meeting.

He/she is responsible to audit the treasurer quarterly or annually. He/she is also responsible to take inventory of the organisation property and assets.

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Executive Board

Members

Mr Buba Touray- Chairman
Mr David Dravie-John- Vice Chairman
Mr Jimmy Taylor- Secretary General
Mme Marcia Atkinson- Acting Asst. Secretary General
Mme Sauda Kalambuka- Treasurer
Mrs Peninah Achieng- Kindberg- Auditor/ Board Adviser
Mr Forward Maissokwadzo- Board Adviser
Mme Donna Pinnock- Board Member
Mr Delwyn Thomas- Co-opted Board Member
Mr Ade Olaiya- Co-opted Board Member
Ms Elfreda Kebbie- Board Member
Mr Frank Arko- Tharkor- Board Member
Mrs Betty Singan- Fanu- Board Member
Mr Christian Maa- Board Member
Mr Christopher Samuels- Board Member
Mrs Marian Coker- Board Member



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Board of Trustees

Roles and responsibilities

The Trustees are responsible for the charitable arms of the organisation. They define the guiding principles, policies and procedures of the charity operations. They are responsible to choose the charity organisation/s they will like to support that year/s and the amount of donations. They are answerable to the Charity Commission for issues or mismanagement.

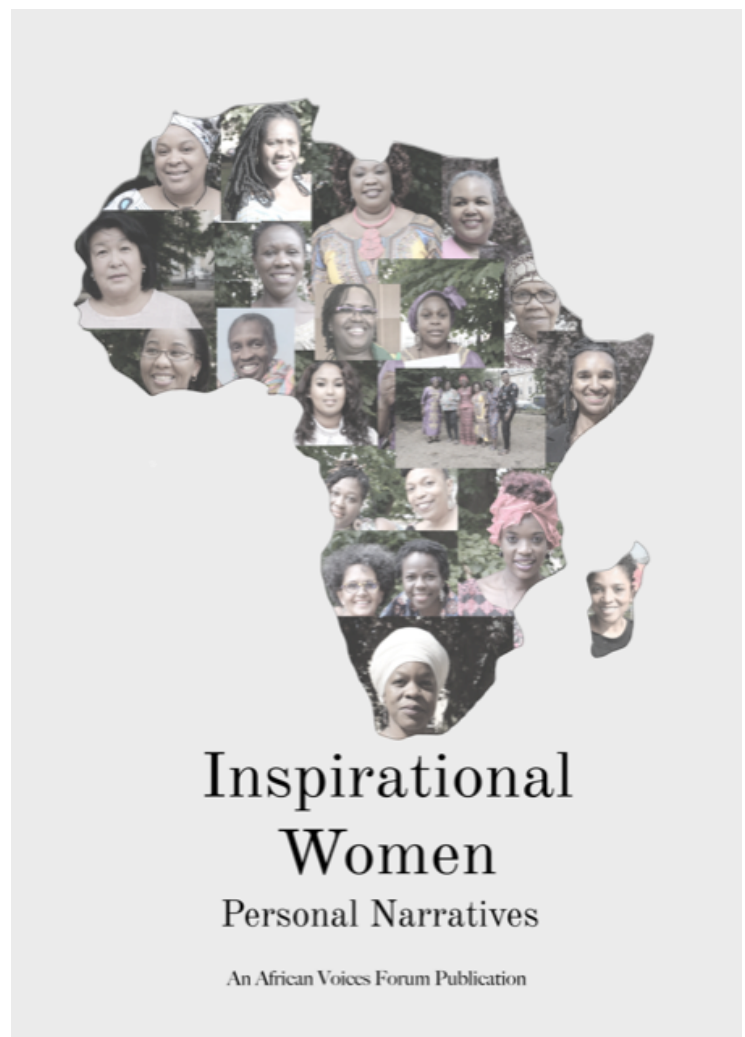
The board of Trustees comprises of the following people;

- Buba Touray
- David Dravie-John
- Sauda Kyambulaka - Treasurer
- Peninah Achieng-Kindberg
- Forward Maisokwadzo
- Donna Pinnock
- Ingrid Sinclair

Patrons

They are responsible to support, advocate, recommend, advice and promote the organisation causes.

- Dr Paul Stevenson OBE
- Dr Solomon Fubara MBE
- Dr Ibrahim Segal- Shaw
- Dr Marie Annick- Gournet
- Mr Sarif Rowe- Taylor



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Member organisations

- Afrika Eye
- African Initiatives
- Association of Uganda
- Bristol Zimbabwean Association
- Cameroonian Association
- Gambian Hidden Talent
- Senegambia Association
- Ghana Community Bristol (GBC)
- Full Circle
- Kenya Association
- Kombo Sillah Association
- Nigerian Association Bristol (NAB)
- Pax Productions Ltd
- Savannah Development Foundation
- Sierra Leone Bristol Association (SLEBA)
- Sierra Women's Independent Group (SWIG)
- Tan Teddy Folk Group
- Women in Serious Endeavour



Local, national and international partners

Malcolm X Community Organisation
Bristol Commonwealth Society
Burgess and Salmon
African Initiative
Bristol City Council
University West Of England
Bristol University
Babbasa Youth Empowerment
Afrikan Connexion Consortium
IDPAD Coalition UK
African Unity Western Region
European Economic Union



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AVF 2020

Strategic objectives

- Membership engagement
- Youth Participation
- Climate Justice

Scheduled meeting dates

Board meetings will be held every two months on the last Thursday or Friday. ALL Committees will meet once or twice every month as deemed necessary. The Board will hold between one-two tele/video-conferences every month

Other Annual Schedule Programme:

We usually hold an annual away day training and Induction program

Activities 2020/2021 - Programmes

- AVF Calendar 2021
- Inspirational Men's Resource Book
- IDPAD Mid-Term Summit with our Partners
- Youth Bureau Development Projects
- Afrikan Liberation Awareness Month
- BAME Community Engagement Programme

Annual

- Award Ceremony With Dinner and Dance
- Commemorating International Women's Day
- Afrifest
- Afrika Eye Film Festival
- Annual General Meeting
- Community Engagement Event



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AVF 2020

Contacts

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Website: <https://africanvoicesforum.org.uk>

FaceBook: <https://www.facebook.com/avoicesforum>

[Download the AVF constitution](#)

**OMOWALEZA MALCOLMXFEST OF ALAM
2020**

ANNUAL PAN-AFRIKAN INTERNATIONALIST SOLIDARITY
CELEBRATION OF OMOWALE MALCOLM X IN AFRIKAN
LIBERATION AWARENESS MONTH

*The environment and the economy are really both sides of the same coin. If we
cannot sustain the environment we cannot sustain ourselves.*
- Wangari Maathai

- Monday 25 May 2020 - Launch of address
- Tuesday 26 May 2020 - Feature: The life of Malcolm X
- Wednesday 27 May 2020 - Black experience of
socialism and Internationalist solidarity
- Thursday 28 May 2020 - Feature: Black roots in
Internationalist solidarity for planet repair
- Friday 29 May 2020 - Conference: Malcolm X legacy
and Black liberation perspectives in research and
planet repair
- Saturday 30 May 2020 - African Cultural Festival : :
Film, Openings, Spoken Word, Live-Black Consciousness
Fashion and Entertainment (Various Malcolm X Centre)

<https://africanvoicesforum.org.uk>

25 - 30 MAY 2020

