



MALAWI ACHIEVERS AND OTHER NATIONAL EVENTS POLICY DOCUMENT

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1.0 INTRODUCTION

This policy document outlines steps that need to be followed when arranging Malawi Association (MAUK) events such as the annual independence celebration and Malawi Achievers events. MAUK, as an umbrella association, will organise yearly events in order to bring Malawians in the UK together to ensure that partnership and camaraderie is strengthened between regional associations and Malawians in UK.

The independence celebration annual event shall be organised in conjunction with regional chapters and the decision to identify a host will be made by the MAUK Executive. On the contrary, the Malawi Achievers event will be centrally managed by the MAUK secretariat in partnership with a team that has been carefully selected based on their skill-set to ensure effective delivery of the event. The members of the team can either be members of MAUK, regional chapters or independent individuals to ensure that the best individuals are tasked with organising the event.

2.0 EVENTS

MAUK shall hold events annually in order to bring Malawians together, fundraise, to honour Malawians in the UK who have contributed positively thus to mention a few. These events shall include independence celebration, Malawi Achievers and other key events.

2.1 Malawi Achievers

Malawi Achievers is an annual event that awards Malawians or Malawian decent in the UK who have exceptionally and positively contributed to the way of life in the UK such as in academia and business. Malawi Achievers is an event that is managed and run by MAUK with the support of the Executive with other key stakeholders.

An independent team shall review and shortlist individuals nominated for Malawi Achievers Award. The independent team in partnership with the Malawi Achievers Organising Committee shall coordinate and manage the identification process of individuals to be put forward for an award.

The below points highlight some of the key points associated with the organizing and managing of the Malawi Achievers award:

- a) The event shall be held annually, unless the executive decides to change the frequency,
- b) An organizing team comprising of eight members shall be identified by the MAUK Executive and office holders shall organize and manage the event for a period of 2 years after which new office bearers shall be appointed,
- c) The maximum number of terms that members of the Organising Committee shall have is two, in other words, 4 years,
- d) The MAUK Secretariat has got the power to outsource skills from outside the Executive in the event that there is no such skill/s within the executive composition,
- e) The MAUK Chairperson and Treasurer shall be an ex-officio member of the team with key responsibility of financial management, sponsorship identification and budget management,
- f) Sponsorship and fundraising activities will be spearheaded by the MAUK Executive with the support of the Malawi Achievers Organising Committee,
- g) 10% of any revenues generated as result of Malawi Achievers shall go towards charitable activities. A committee shall decide which charity or activities the 10% of the profit shall go towards,
- h) The financial management of the funds shall follow the MAUK Financial Management policy that is also referred to in the MAUK constitution,
- i) There will be an attempt, where possible, to rotate the function so that all regions (not every city where there is a regional association) can have the opportunity to have the event in their locality, pending other material facts,
- j) Malawi Achievers shall be managed by the Organising Committee that will report to the MAUK Secretariat.

2.1.1 Nomination process

- a) Individual shall be nominated mainly on a dedicated webpage on the MAUK website, facebook, a dedicate email address managed by the organising committee.
- b) The nominations shall be reviewed by the Organising committee in partnership with independent individuals that will on the day of the event be the Judges,
- c) The organising committee and judges are the ones that will manage the official email account where nominations will be submitted,
- d) All nominated individuals shall be informed that they have been nominated and details of the event sent to ensure that they attend the event,
- e) The final winners of the awards will be announced at the event and reasons of why they won shared with the attendees of the event,

2.1.2 Eligibility to nominate

- a) Individual Malawians or people of Malawian descent living in the UK
- b) Malawian chapters in the UK

2.1.3 Selection of judges

- a) The Organising Committee in conjunction with MAUK shall select Judges for the event,
- b) A maximum of six judges shall be appointed for the event,
- c) The Judges shall be appointed for every event, in other words, appointed for one event only,
- d) The judges can be of Malawian or of any nationality provided they are independent and objective,

- e) The judging panel shall have a mix of male and female judges
- f) Judges shall be appointed before the nomination process begins in order for them to be part of the selection process of the award winners,

2.2 Independence day celebration event

The independence day event shall be organized by a chapter identified by the MAUK Executive. MAUK shall provided an advisory role with the MAUK Treasurer supporting the local teams with the budgeting and financial management of any funds, be it sponsorship or generated locally. MAUK shall also liaise with the Malawi High Commissioner's office to ensure that activities are aligned and synergy achieved as a result.

- a) The event shall be organized by a local chapter with the support of the MAUK Executive,
- b) The MAUK shall support local chapters in the identification of sponsors,
- c) The MAUK Treasurer shall support local chapters with budgeting and financial management,
- d) Any profit raised from the event shall be split as follows: 80% to the local association and 20% to MAUK (money towards next year's event),
- e) MAUK shall remain a key stakeholder throughout the process because of the nature of the event, national.
- f) The event shall be promoted as a multi-faith one to ensure equity, ideally a religious event (national prayers) shall be conducted on a separate day of the celebration event to ensure each event enjoys enough patronage and attention,
- g) A report shall be prepared by the host (local chapter) and shared with the MAUK Executive within a month of the event happening,
- h) Identification of the host of an event shall be made not less than 6 months of the event taking place, ideally a decision need to be made within 3 months of the last one,

- i) Time and logistics permitting, a face-to-face meeting shall be conducted for a post-mortem review. Alternatively, a teleconference can be arranged.

3. SPONSORSHIP AND FUNDRAISING

MAUK shall remain a central point in activities pertaining to sponsorship and fundraising of national events. MAUK will work collaboratively with key stakeholders of each event such as the Organising Committee (Malawi Achievers) and local chapters (independence celebrations). The below points summarises some of the key points under sponsorship and fundraising:

- a) MAUK shall coordinate sponsorship and fundraising activities for national events in coordination with key stakeholders,
- b) The MAUK shall ensure that any funding received directly or indirectly is managed properly and governance structures followed,
- c) MAUK shall continuously engage the office of the High Commissioner and other key stakeholders to ensure that they are kept abreast with relevant information,
- d) Sponsorship/funding agreements shall be signed off by MAUK.

4.0 BUDGET AND FINANCIAL MANAGEMENT

Stringent and robust budget and financial management principles are key not just because its good practice but also because it is a requirement stipulated by the Charity Commission UK. Charities operating in the UK like MAUK are required to adhere to the principles stipulated by the Charity Commission.

Therefore MAUK, locals chapters and other stakeholders involved in the preparation of national events need to ensure that governance structures are in place to ensure that finances are managed effectively and in the event of sponsorship being given from a well-wishers there is value for both the sponsor and MAUK /local chapter.

For detailed guidance relating budget and financial management please refer to the “Treasury/finance policy” document.

5.0 REVIEW AND SUBMISSION OF POST-EVENT REPORT

- a) A report shall be submitted a month after the event highlighting both the positives and the areas requiring strengthening for successful hosting of events.
- b) A report shall include a reconciled income and expenses section besides the other key sections of the report
- c) A meeting shall be called to discuss the event and plans made for future events.

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