

# **ANC Youth League Branch Manual**

## **"Operation Back to Basics"**

**2005 - 2008**



**Every member an Organiser, Commisar and Champion of Youth Development**

**Building Future leaders Today**

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# ANC Youth League Branch Manual 2005

## “Building Strong Branches on the Ground”

### Volume one

#### 1. Chapter One - The ANC Youth League

**The ANC Youth League** is the political youth organisation of the ANC. It is established from the constitution of the ANC as the youth organ of the ANC, whose main objective is the mobilisation of youth behind the banner and vision (creation of a non racial, non sexist, democratic and prosperous society) of the African national congress.

Since its inception in 1944 the YL has positioned itself as a **political home of the South Africa’s youth**. It exist as an autonomous structure within the ANC, this means it is able to develop and implement own programmes, convene congresses and run its administration. And this is done within the broad policy direction and political leadership of the ANC. Throughout its history the YL has always mobilised the South Africa’s youth behind the African national congress and its programmes

Because of its **autonomy**, the YL has and continues to act as a source of new ideas and vibrant debate necessary for a revolutionary movement like the ANC. In view of the new and changed political situation (attainment of political freedom) the YL has had to adapt. Before the major task was the mobilisation of youth behind the task to defeat and destroy apartheid oppression, and today our main challenge is the mobilisation behind the efforts and task of reconstruction and development of our country and the continent.

Therefore the **twin tasks** of the youth league today, is the mobilisation of youth behind ANC vision and programme for the construction of a non-racial, non-sexist, democratic and prosperous society. Secondly is to champion (and place central youth development to the nations agenda) youth development both in the ANC and in society.

Informed by the above the ANC tasks of deepening democracy and championing youth development. The **role of the YL** remains that of being a political school for the training and the education of young revolutionary democrats, whose task is to continue with the process of fundamental transformation of South Africa in favour of millions of ordinary people both black and white.

#### **Relationship with the African National Congress**

The ANCYL is a voluntary youth organisation and youth mass organ of the ANC. It functions as an autonomous body within the overall structure of the ANC of which it is an integral part. It is based on the political and ideological objectives of the ANC in whose formulation we participate.

**Structurally the YL** is part of the ANC at all levels (national, provincial, regional, zonal and branch levels). Through its chairperson and secretary the YL attends ANC NEC, PEC, REC and BEC meetings as ex-officio members with full speaking and voting rights. The participation is extended to ANC subcommittees (which formulate and process issues) through delegated committee members. This enables the YL to fully take part and influence the ANC.

**Politically the YL is the youth organ of the ANC** charged with the mobilisation of youth behind the vision of the and as well champion the youth interest in the ANC and society in general. In line with our role as the political and a training organ for cadreship and leadership for the movement we also have a responsibility to build and dynamise the ANC at all levels. This include production of new, vibrant and creative ideas and how the movement tackles problems confronting society and the consolidation of the NDR.

This is where the YL engages the ANC leadership and membership in terms of its views and how we think thing should be done. This can de done through bilaterals, ANC subcommittees, workshops, conferences and even through our ex-officious who represent us in the decision-making structures of the movement. After this process and once decisions have been made the YL is part and bound by such a product as we have part of the process that led to it.

Members of the Youth League over the age of 18 are obliged to play a full part in the general political life of the ANC, including being full member in good standing. A member of the Youth League is not be eligible for any position as office bearer of the ANC or to attend ANC conferences, members or executive meetings of the ANC (unless under 18 yrs), unless s/he is a full card carrying member of the ANC.

## **2. Chapter two (Structures of the YL)**

**The ANC youth league exists in all communities** in South Africa through its branches, which must be established in line with those of the ANC. In a scenario where the ANC does not exist it is the task of the youth league members to establish the ANC (and the same goes for the ANC structures).

**The branch of the YL is a basic and most important unit of the organisation** as this is where the organisation exist. It is at the point where the organisation is in daily contact with the youth and their daily struggles, which the league must lead to resolve them. This simply means the branches that exist, lives and operate with and amongst the youth to resolve their problems and better their conditions.

### **Establishing a branch of the youth league**

The branch is established by a minimum of 100 valid and card-carrying members of the youth league. After the REC/organiser established task team (to facilitate and oversee recruitment) has fully accounted and notified the region that a branch will be launched. The launch is normally conducted by the regional organiser or REC member deployed. The key and primary task of the deployee is to run a pre-AGM induction, meant to ensure that all members understand what the YL is, how does it operate and does it mean to elected into the YL BEC.

This is then followed by the elections of the branch executive committee, of which procedures shall be explained by those deployed. It must be clearly understood that the branch of the youth league is made-up of both the BEC and the membership. When we talk about the branch don't only refer to the BEC and the general membership, which is normally expressed in a form of branch general meeting.

### **Regional Executive committee**

In line with new municipal demarcation the ANC has structured itself in line with both the district and or metros to form new regions. The youth league has also followed the same route and has established regions based on these boundaries. The REC is a leadership structure of the youth league in a particular region and its powers and duties are clearly spelt out by section 12.2 of the YL constitution.

The REC is elected by the regional congress, which is made-up of all branches in good standing in the region. Once elected the REC assumes the full leadership and authority of the YL in the region. This include the task of implementing the POA and resolution of both the provincial and the national congress. Part of responsibilities of the for the REC is to champion the course for youth development in the region and represent the youth league in both structures and programmes of the ANC in the region.

### **Provincial Executive Committee**

The PEC is also elected at a provincial congress constituted by branch delegates from all the regions in the province. As a structure the PEC is made-up of directly elected members and representatives of the regions. This then constitutes the leadership authority of the organisation in the province. Like the REC the PEC has a responsibility to provide leadership over the structures of the YL in the province. This is normally guided by the resolutions of the national and provincial congresses, which constitute the POA for the period ahead. Key responsibilities for the PEC is to lead youth development, building the youth league and ensure effective participation of youth league structures in the ANC in the province.

It is the responsibility of the PEC to ensure that all structures in the province functions properly and engages in organisational work and the programmes as adopted. Part of this includes providing leadership to the broader societal youth. The PEC through its chairperson and secretary attend both ANC PEC and PWC as ex-officio members. They also represent the province in the YL national executive committee.

### **National Executive Committee**

The NEC is the highest leadership structure of the youth league in the land. As elected by the national congress the NEC is the highest decision making body in between congresses. National executive is made-up of directly elected members and representatives of the provinces. Key to its responsibility is to provide leadership to the youth of the country in relation to youth development and as well the role of the youth in the transformation of our country. This will be through various programmes that the NEC will adopt and pursue from time to time.

## **3. Chapter three: ANC YL Branches (Making the branch work)**

## Functioning of the Branch

Every branch of the youth league has the same basic structure, which is defined by the constitution (2004) as amended by the 22<sup>nd</sup> national congress. This is sometimes affected by the local conditions, which may require some changes here and there. The following is a guide to help branches function effectively

The following is a basic structure of the youth league branch

- Branch executive committee
- Branch sub-structures
- Branch general meetings

### Branch executive committee

The BEC is elected by the annual general meeting (to renew mandate) or a branch launch if it for the 1<sup>st</sup> time. The BEC consist of chairperson, deputy chair, secretary, deputy secretary, treasurer and eight additional members.

Duties of the branch include the following

- Coordinate general activities of the youth league in the area
- Work closely with the ANC branch of your area
- Look after the funds and property of the youth league in the area
- Carry out organisational and publicity work of the YL in furtherance of its policy programmes and decisions.
- Be in touch with the political developments in the country and your area
- Develop strategic plan for the branch, by analysing our priorities and programmes and plan on how to localise them
- Ensure that the YL is on the fore front in tackling problems the confront the youth and the community in general
- Develop a strong core of activists in the branch by involving them in the subcommittees and campaigns work of the branch.
- Identify stakeholders and work with them to pursue youth interest.
- Ensure political awareness amongst the youth in your locality and engage in some social campaigns.

The BEC must work as a collective and always enhances unity in the organisation. It must encourage frank and open discussion on any issue before it. It must always strive for collective-decision making about major issues. The BEC needs to ensure that all members of the BEC are assigned key responsibilities and tasks, which they are expected to carry out in a disciplined and accountable manner.

After its election the BEC must assign additional members specific duties and responsibilities to ensure full and effective functioning of the BEC. This will range from organising, political education, membership and fundraising.

In relation to **key portfolio positions** as elected by the AGM or branch launch

### Chairperson

- Lead the branch and chair all BEC and branch meetings.

- Together with the secretary must convene meetings and ensure its effectiveness
- Represent and become the face and the mouth piece of the YL programmes and its policy.
- Represent the YL in the BEC of the ANC
- Together with both the secretary and treasurer take care of the youth league branch finances

**Deputy Chairperson** – deputises the chair, act in the absence of the chair and or is assigned specific responsibilities to perform as key focus areas.

### **Secretary**

- Coordinate and ensure implementation of the branch adopted programme of action
- Ensure that BEC subcommittees functions as expected
- Together with the chair convene BEC meetings and as well finalise its agenda
- Send out notices and circulars for both BEC meetings and BGMs
- Keep the minutes of BECs and all records of the youth league
- Deal with correspondences and respond to invitations
- Write report on the state of the branch to the BEC/BGM and as well as REC, PEC and the NEC
- Coordinate the general focus and needs of the branch

**Deputy Secretary** – deputises the secretary, act in the absence of the secretary and or is assigned specific responsibilities to perform as key focus areas.

### **Treasurer**

- Ensure that a branch account is opened and is managed properly
- Manage all the income and expenditure of the branch and provide regular report to the BEC and BGM
- Lead and ensure that the branch has a sustainable fundraising strategy and programme, which enables the branch to fund its activities.

### **The branch executive committee members should lead by example through;**

- Public image of the youth league as the voice of the masses of our youth
- Know local situation and issues (ability to feel the pulse of our people and their area)
- Dipper knowledge of ANC and YL policies and programme as well as the ability to interpret these policies through local conditions
- Discourage division, gossip and destructive behaviours
- Be punctual and reliable
- Encourage participation of everyone in all the activities of the youth league in the area.
- Be open and accept criticism, and as well as respect for leadership in a manner that still enables your ability question the leadership on any other issue.
- Work hard to build the ANC youth league in your area and throughout the country.

**Some of the bad and divisive tendencies that members should desist from include;**

- Be part of factions and conflicts in the branch
- Drink before any branch and community events or meeting
- Misuse of organisational money or resources
- Make false promises or tell lies
- Miss organisational programmes without good reason
- Discourage members who want to work on something

**BEC Sub-committees**

The BEC is expected to establish sub-committees to enhance capacity and functioning of the BEC. Each member of the BEC must be assigned to lead a subcommittee or portfolio. Part of their membership can include non-committee members to ensure broadened participation.

Amongst others the following sub-committees must be established at branch level

- Campaigns
  - Coordinate mass work around issues such as HIV/Aids, anti-crime, letsema etc
  - Ensure that broad membership is involved in the campaign
  - Work with all stakeholders and ensure mass mobilisation behind our campaigns
- Organisational development
  - Develop clear action plan on building the youth league and membership targets
  - Focus on recruitment of new members
  - Through the secretary manage membership and keep clear member records
  - Facilitate political education sessions and workshops, this must also include any other issue the BEC would like to empower either itself or the membership
  - Ensure that each BEC discusses current political issues (both with the organisation and in the country) to enhance understanding of members
- Communication and publicity
  - Ensure an efficient flow of information within the branch
  - Produce together with the campaigns committees of specific campaign poster
  - Promote the programmes of the branch through its work, print and as well as electronic media
  - Engagement must also include communicating policy positions of the movement
- Finance and fundraising
  - Led by the treasurer this committee is charged with developing a clear fundraising strategy and action plan for the branch
  - Involve general membership and non YL members to assist in this regard
- Youth development



- The primary task is to drive youth development through the BEC.
  - Ensure development and coordination of a thoroughgoing youth development programme led by the youth league.
  - All key stakeholders and government must be engaged to access opportunities.
  - Liaise with the local youth units on the work it does for youth in the particular area.
- Education and training
    - Engage with all matters of education in the area and maintain close working relations with all schools in the area.
    - Ensure that the branch engages and develops clear programmes on issues of education and related aspects.
    - Engage with all stakeholders in the education sector and in society.

### **Branch General meeting**

Branch general meetings must be convened at least once a month on a suitable date. This can be held during the week or over the weekends. The BGM should not last longer than two hours (to avoid boring youth with long meeting) and must be precise and effective in dealing with its agenda that must be processed by the BEC before the BGM.

The venue for the meeting must always be highly accessible, i.e. school or community hall. The following are issues that the BGM must deal with;

- Discusses and makes decisions on campaigns and activities
- Elect and mandate delegates/representatives to regional, provincial and national congresses
- Receives report on work and activities undertaken by the BEC
- Discusses key political issues of the day (local or national)

The BEC should ensure the following at the general meeting

- There is a clear agenda and the purpose of the meeting is explained
- Guest speaker to speak on current political or social issue is invited and must encourage questions and discussions
- BGMs must always serve to ensure discussions that are empowering to members and as well enable the branch to be informed in its decisions making process and members should feel benefiting in attending general meetings.
- The rest of the agenda is focused on the programme and reports are kept short
- Clear proposals and summary must be presented to help focus discussions and decision making by the BGM.
- As part of adopting the programme the BEC must always encourage members to volunteer for tasks
- Membership recruitment and renewal must always be part of all branch general meetings.

The BEC should not;

- Allow the executive to dominate the meeting

- Maintain order and discipline for the duration of the meeting.
- Deal with administrative issues and reports in a manner that will bore people
- Allow any form of disruptions

#### **4. Chapter four (Programme of action and campaigns)**

Programme of action (coordination and implementation)

Programme implementation and as well as campaigns are very crucial for the life of a branch. It through activities that the branch as mandated by the BGM is able to engage with problems and interest of youth in their particular area. Most importantly that provide the space for the YL to lead young people through programmes that seeks to improve their living conditions and well as themselves.

How the branch approach this aspect is not only important in relation to its success, but its ability to mobilise masses of youth behind it. In this example we look at one of the ways in which effective coordination, mobilisation and successful implementation can be achieved.

#### **Developing a branch POA**

In properly convened BGM the BEC must

- Having thoroughly assessed the local situation (at the BEC meeting) the BEC must then Present to the membership a brief report on situation and challenges of youth in the branch
- Identify and propose key programme areas that must be prioritised
- Engage the BGM in terms of membership input on key camping to pursued
- This must also clarify the role of the membership in the campaign
- One this has been adopted the BEC is the charged with the task of leading the implementation

With the BGM adopted POA the BEC is then tasked to develop a clear action plan and run campaigns as agreed by the BGM

Running a campaign

Improving sporting facilities/complex

Campaign steps

#### **a) Identify campaign objectives for the short, medium and long term**

E.g. Long term: fully functional and well-equipped sport complex in our area

Medium term: commit municipality to maintain and upgrade the facility

Short term: stop vandalism of the facility

Clean the sporting facility

Repair the damaged areas

#### **b) Decide on action for each of the objectives**

E.g. stop vandalism;

- Meet with the stakeholders that uses the facility to support the programme
- Raise awareness against vandalism
- Commit municipality to provide security for the facility

#### Clean the sporting facility

- Mobilise volunteers for the cleaning
- Ask local business to donate the cleaning material required
- Organise municipality to provide tractors and refuse bags

#### Repair the damages

- Commit the municipality to undertake repairs
- Business and sponsors to donate for the material required
- Raise contributions from all sporting association in the area

### c) Set out timetable for the campaign

#### E.g. Phase one – week one

- Prepare for the meeting with stakeholders to secure their commitment
- Produce posters and pamphlets on awareness against vandalism
- Prepare for the community and youth meetings to promote the campaign
- Arrange with the municipality to commit on issues security, cleaning and upgrade of the facility
- Engage with business and sponsors around the cleaning material

#### Phase two – week two

- Meet and engage all stakeholder (sporting associations) on the campaign and their buy-in
- Put up posters and pamphlets (in key centres) in promotion of the campaign
- Hold community meeting and mobilise everyone behind the campaign and set a date for the cleaning
- Encourage the community to promote awareness against vandalism of the facility
- Raise funding from sponsors and business for the purchase of cleaning material
- Agree with the council on the tractor and the refuse bags.
- Get a council commitment to secure and upgrade to facilities.
- Hold a meeting with volunteers and the municipality on the arrangements for the cleaning day
- Logistical arrangements for the day must also be attended to

#### Phase three- week three

- Undertake the cleaning operations at the facility
- Undertake repairs together with staff as provided by the municipality particularly on areas that needs specialised skill.
- Make sure that all the dirt and old equipment removed is disposed of and clear signs for garbage bins and directions are clearly visible
- The security to guard the facility is on duty

### d) Work out a budget

- This will in the main involve: - catering for the volunteers, cleaning material, printing of posters, organising a community meeting etc
- e) Allocate tasks and responsibilities for each task in each phase  
E.g. Phase one; -
- Write invitations to all identified parties (cde Pule
  - Produce posters and pamphlets (Cde Thabile + Her team)
  - Organise mass meeting (Refiloe + Her team)
  - Meeting with the council (Cde Mpho + Teboho)
  - Organise volunteers and cleaning material (Cde Thabiso + His team)
- f) Implement the campaign (E.g. Activities as described above)
- A campaigns team will meet regularly to asses the progress and make necessary changes to the campaign phases
  - Thorough review of the report as provided by various unit/committees heads
- g) Assessment of the campaign against its objectives  
E.g. short term: -
- The cleaning campaign was successful
  - Vandalism has stopped, with community and sports bodies behind the project
  - The municipality has repaired damaged areas and has assigned caretaker to the facility
- Medium term: -
- Municipality has agreed to upgrade the sport facilities and work with the community
  - The upgrade will only be undertaken if vandalism is completely stopped
- Long term: -
- We still need to do more work and ensure that vandalism is completely stopped
  - That the municipality start with the upgrade work and the community is continuously encouraged to own the facility and protect all the time.
- Other issues: -
- To what extent did we manage to involve our entire membership in the campaign
  - What impact has the campaign had in relation to the profile and image of the YL
  - What inroads have we made into the sporting community
  - Have we been able to attract new members into the organisation
- h) Identify areas of follow-up and way forward  
Sporting community: -
- The YL should maintain contact with sports bodies to take care of the facility
  - Ensure that no vandalism takes place
- Vandalism and upgrade: -

- Keep the community informed of the upgrade progress made and the level of vandalism, so as to expose the effects of the campaign

## **5. Chapter five (attached samples)**

Drafting an agenda (sample)

### **ANC YL RETHLABILE BRANCH EXECUTIVE COMMITTEE MEETING Held on 21 April 2005 – ANC offices Section 8 at 16H30**

1. Opening and welcome
2. Roll call and apologies
3. Adoption of the agenda
4. Correspondences
5. Minutes of the previous meeting
  - Matters arising (progress report on decisions of the last meeting)
6. ANC BEC report
7. Campaigns committee report
8. Membership report
9. Preparations for the BGM
10. Youth development
  - Special presentation on the council draft resolution on local youth unit
11. Any other business (announcements etc)
12. Closure

**End**

### **MINUTES OF THE ANC YL RETHLABILE BEC MEETING Held 14 February 2004 at ANC offices at 16H30**

#### **1. OPENING**

The meeting started at 16H30 and was chaired by comrade Mpho the branch chairperson, who welcomed everybody present in the meeting. However the chair

emphasized to Comrades the need to ensure punctuality and discipline towards branch executive committee meeting. This was raised in relation to the emerging tendency of comrades to arrive late for the BEC meeting.

## 2. Roll call and apologies

### Present

Branch chairperson	Fikile Mbalula	
Deputy chairperson	Ruben Mohlaloga	
Branch Secretary	Sihle Zikalala	
Deputy Secretary	Vuyiswa Tulelo	
Branch Treasurer	Phumezo Mqinwana	
Secretary for Organisational Development		Saki Mofokeng
Communications and Publicity		Zizi Kodwa
Education and Human Resource Development		Ntombikayise Sibhidla
Youth and Economic Participation		Songezo Mjongile
Secretary for Social Transformation		Archie Lucas

### Apologies:

Thandi Tobias	Council Work
Jeanette Dibetso-Nyathi	International work

### Absent:

Thembisa July.

## 3. AGENDA

The Agenda was adopted after the following addition.

**Amathole section** be added as an agenda item.

## 4. Minutes of the Previous meeting

Minutes of the previous meeting we read and adopted as true reflections of the previous meeting

### Matters arising

**ANC BEC report:** the outstanding report (written) of the ANC BEC meeting is finalised and is a separate agenda item.

**Meeting with local soccer association:** letter has been written and the meeting is scheduled for 21 February 2004. The chair and sub-committee will represent the YL in this meeting

## 5. ANC BEC report

The report of the ANC BEC was presented and discussed. The meeting noted the programme as adopted by the ANC. The meeting further agreed that the YL secretary will engage with the ANC branch secretary to ensure that the YL is fully integrated into the programmes.

The report was adopted

6. **Campaigns committee**

The head of the campaigns committee presented the action plan and anti-crime plan. This campaign will focus on the problems of Slovoville which is recently experiencing serious wave of petty-crime. In its nature the programme will ensure that the YL works with the community and the police service in pursuing this campaign.

The meeting also agreed that a BGM must be convened to mobilise our membership in relation to this campaign.

7. **AOB**

Announcements: that comrade Zizi is turning 34 on the 19 February 2004. As result he has organised a birthday party and members of the BEC are invited.

8. **Closure**

**Resource material:**

- **ANC YL constitution 2004 –2007**
- **ANC YL 22<sup>nd</sup> National Congress Resolutions**
- **ANC Branch Manual**
- **ANC YL Basic policy document**
- **History of the ANC Youth League**

NB: All comments can be submitted to: - [mofokengs@anc.org.za](mailto:mofokengs@anc.org.za)

**Please note that the document is still to be edited**