



# **CANGO: Roles and Responsibilities**

**SUBJECT:** A summary of the roles and responsibilities of the various elements of CANGO, from members to lead organisations and the secretariat.

## **1. Purpose**

In recognition of the values and mission outlined in the CANGO Code of Partnership (CoP) and referring to the proceedings of the 1<sup>st</sup> Annual CANGO Stock-Taking Meeting, held on March 9, 2007, this document will inform the various actors within CANGO of their roles and responsibilities.

This document is intended to introduce an increased level of formality in the relations between CANGO stakeholders. Earlier uncertainty regarding the activities to be carried out within the Canadian Network of NGOs has suggested the need to seek more formality in the relations between network stakeholders. Until further review, subject to a formal approval by the members, this document will help guide actors' interactions within and without CANGO, where these actions have an influence on the Network.

## **2. Reference**

The present text references the following documents:

- ◇ The CANGO Code of Partnership (CoP), dated December 12, 2006;
- ◇ The Proceedings of the 1<sup>st</sup> Annual CANGO Stock-Taking Meeting, held on March 9, 2007;

## **3. The elements of CANGO**

CANGO is comprised of a General Assembly, composed of all Network Partners, with an elected Network Lead (appointed for 12 months), a Management Committee, Thematic Groups each having members and an elected "Thematic Lead", Working Groups and a Coordinator.

## **4. Roles and Responsibilities**

### **a) General Assembly**

The General Assembly is the primary decision-making body of the Canadian Network of NGOs. It is composed of all recognised CANGO Network Partners, all holding equal status. The General Assembly meets every 2 months, hosted in rotation among the Network Partners. These meetings are chaired by the elected "Network Lead".

Any decisions concerning the structure of CANGO, its resources or its mandate are the sole responsibility of the General Assembly. Decisions are to be made by consensus whenever possible and are decided by a majority vote if necessary. The CANGO Coordinator will vote only in cases of an evenly tied vote by the Network Partners.

The General Assembly is the last instance of conflict resolution within CANGO. Any conflicts arising among the Network Partners in other elements of CANGO may be brought to the General Assembly for review.

The agenda for General Assembly meetings will be circulated by the Network Lead at least one week prior to each event. Minutes, including action points, will be circulated by the CANGO Coordinator no more than ten days after each meeting.

### **b) Network Partners (Member Organisations)**

Network Partners are responsible to:

- ◇ Preserve the values & mission of CANGO in all their relations;
- ◇ Attend General Assembly meetings. If the Country Director/Representative cannot attend, they should send a representative unless circumstances do not permit. Network Partners will ensure they have one designated alternate for their main representative to CANGO;
- ◇ Belong to a minimum of one Thematic group, and a maximum of two;
- ◇ Host CANGO meetings on occasion;
- ◇ Pay their membership dues on time;

- ◇ Share any information of relevance to CANGO and other Network Partners, through e-mail or the Coordinator;
- ◇ Inform CANGO and the Network Partners of any significant changes of their programming in Ethiopia;
- ◇ Coordinate communications or actions that affect CANGO or other Network Partners;
- ◇ Make the time necessary to contribute to CANGO in a productive fashion;

Network Partners are organisations, not individuals, and as such are committed to sharing developments at CANGO internally among their staff.

All Network Partners are expected to maintain a minimum participation within CANGO. The above provision of membership in a minimum of one Thematic Group is one indicator of participation, as is attendance at General Assembly meetings. All Network Partners must maintain a regular communication with the Network, either through meeting attendance or direct communication with the Network Lead or the Coordinator. Failure to do so may result in a revision of their CANGO membership.

### **c) Network Lead (CANGO Focal Person)**

The role of Network Lead is held by one person. Though it may be possible to transfer the responsibilities of this role to another person in their organisation in cases of need, this is to be avoided if possible. The Network Lead is appointed by a majority vote of the CANGO General Assembly for a period of 12 months. All members of CANGO are eligible to hold this position.

The Network Lead is responsible to:

- ◇ Call bi-monthly CANGO General Assembly meeting;
- ◇ Chair General Assembly meetings;
- ◇ Call any extraordinary CANGO meetings, as required;
- ◇ Represent the best interests of CANGO whenever and however possible;
- ◇ Maintain open and positive communications with CIDA representatives in Ethiopia;
- ◇ Supervise and support the implementation of decisions made by the General Assembly;
- ◇ Communicate regularly with the Management Committee and the Coordinator;
- ◇ Contact the membership whenever opportunities present themselves to the Network;
- ◇ Coordinate with the Management Committee and Coordinator in the preparation and planning of CANGO activities;
- ◇ Represent CANGO Network Partners to external stakeholders, whenever required, upholding the wider interests of the Canadian Network of NGOs.

### **d) Thematic Groups**

Thematic groups are formed whenever Network Partners express an interest to do so and where the theme of such a Thematic Group falls within the guidelines of the CANGO Code of Partnership. Thematic Groups are primarily information-sharing forums, guided by a specific "mandate" or "charter". This document sets the procedures and guiding principles of each Thematic Group.

Thematic Groups may have as many or as few members as these members believe acceptable, all of whom must be CANGO Network Partners. The Thematic Groups will elect "Thematic Leads" for a term duration of twelve (12) months, to be revised at a set date each year, unless otherwise called for. Each Thematic Lead is automatically named to represent the Thematic Group on the CANGO Management Committee.

Thematic Groups may choose to take on specific projects. In some cases this may lead to the formation of a separate Working Group within the Thematic Group.

i) Thematic Lead is responsible to:

- ◇ Call Thematic Group meetings whenever necessary and at intervals set in the Thematic Group "charter";
- ◇ Circulate a preliminary agenda prior to each Thematic Group meeting, to negotiate the date of these meetings and to chair the proceedings;
- ◇ Communicate with the Coordinator in the preparation and planning of Thematic Group activities;
- ◇ Ensure the finalisation and distribution of meeting minutes;
- ◇ Represent the progress of the Thematic Group on the occasion of CANGO General Assembly meetings;

- ◇ Attend Management Committee meetings called by the CANGO Network Lead, the Coordinator or any of the other members of the Management Committee;
- ◇ Fulfill all the same responsibilities of the other Thematic Group members.

ii) Thematic Group Member Organisations are responsible to:

- ◇ Attend thematic group meetings whenever possible. Where the usual representative of a member organisation cannot attend, they will endeavour for another informed representative to be sent in their stead;
- ◇ Inform colleagues, within their respective organisations, of the progress of work within this thematic group. More specifically members agree to keep at least one other member of their organisation fully briefed on the proceedings of CANGO and of this thematic group;
- ◇ Make the time necessary to contribute productively to the objectives set out in the Thematic Group "charter" (the "charter" may be called something else after future discussions);
- ◇ Host Thematic Group meetings on rotation;
- ◇ Seek out and communicate any information of relevance to the other members of the Thematic Group;
- ◇ Contribute their experience and expertise to the projects undertaken by the thematic group;
- ◇ Contribute resources to any thematic group projects, as needed.

### **e) Working Groups**

Unlike Thematic Groups, Working Groups are formed around one specific project and are dissolved upon its completion. Though Working Groups will generally fall within the thematic mandates of Thematic Groups, they are not hierarchically responsible to Thematic Groups.

Roles and Responsibilities of Working Groups will be defined by the members of each Group on the occasion of their first meeting.

### **f) Management Committee members**

The Management Committee members are the elected Thematic Leads and Network Lead. As elected representatives for the other CANGO Network Partners, the members of the Management Committee have a larger degree of responsibility to preserve the interests of CANGO, along with the mandate to do so.

The Management Committee members are responsible to:

- ◇ Meet once bi-monthly (on the months when the General Assembly is not meeting) and whenever an extraordinary meeting is called by any member of the Management Committee or the Coordinator. If they cannot attend they will send an informed representative with the power to transmit the position of the member in question;
- ◇ Support the efforts of the Network Lead and the Coordinator whenever necessary;
- ◇ Faithfully represent the interests of the other Network Partners;
- ◇ Communicate their decisions and actions to the General Assembly.

### **g) The Coordinator**

1. To ensure that CANGO's plans of action are implemented according to the approved members agreements.
2. Be fully aware of policies, strategies and other initiatives and developments by the Canadian Government in the area of food security, good governance, and civil society support and poverty alleviation.
3. Regularly assess the implications of CIDA's strategic directions on CANGO's thinking and plan.
4. Assist, wherever possible, to ensure the assignments of the sub-groups of CANGO are accomplished within agreed time frames.
5. Maintain regular contact and good relations with the CANGO Network Partners.
6. Identify, and develop good relations with, key stakeholders, particularly those actors identified by CANGO Network Partners as key partners or collaborators in lobbying for or achieving changes that will address issues identified by the network.
7. In accordance with the directions of Network Partners, maintain full awareness of, and active participation in regular internal and external meetings; ensure the solicitation and incorporation of comments, changes and corrections of agendas, concept papers, minutes and briefing papers.
8. To organise CANGO meetings, announce details, access minutes; prepare the necessary documentation and other support facilities as required by member agencies and/or CIDA.

9. To identify and work with the CANGO Network Lead or lead agencies for the sub-groups in the development of concept papers, proposals to new potential Canadian or other funding sources to expand or continue the CANGO initiative.
10. To provide progress reports as required to the Network Partners against the milestones, activities or outputs agreed up on by the member agencies.