



# **TRAINING OF TRAINERS (TOT) FOR UWEZO FUND MANAGEMENT COMMITTEE ON GROUP MEETING PROCEDURES**

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# Management of Group Activities

- Under the group-based methodology, the group constitutes the primary agency through which credit and savings operations are implemented and managed.
- One of the crucial influences on the quality of the group is the group meetings and time management.

## 1. Meetings

- The Group Administrative Office (GAO) should develop a group-meeting schedule with three main columns: Group name, meeting time, and meeting venue.
- A copy of this meeting schedule should be given to the CUFMC and a copy pinned on a notice board to inform other staff and supervisors accordingly.
- This will allow for collective management of the groups and minimize personalization of portfolio.

# Management of Group Activities

## 2. Time - Management

- Each of the group should have a specific day and time for meeting.
- This should be kept consistently throughout. The officials must always keep time to set a good example to the group members.

## 3. Meeting Venue

- The choice of the meeting venue should be discussed and agreed upon between the group members and the officials.
- The venue should be a reasonable size to accommodate the number of members in the group, be well ventilated and be reasonably secure.

# Group Meeting Procedure – Agenda

- The following is a proposed outline of a group meeting agenda.
- The agenda is critical in order to harmonize the activities carried out in the meetings.
- Each group should therefore be trained on this model and be encouraged to adopt the areas that they may not be utilizing at the moment.
  - Opening prayer.
  - Calling the register.
  - Reading and confirmation of the previous meeting.
  - Review of the matters arising.
  - Collections – Loans, savings etc.
  - Reports.
  - A.O.B.
  - Scheduled training – continuous group education, sensitization and business development services.
  - Closing.

- THE END
- Any questions