

CPA AFRICA REGION



GUIDELINES FOR REGIONAL REPRESENTATIVES – CPA AFRICA REGION

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1. Background

Regional Representatives are an extension of the structure of CPA International. The office of Regional Representative, formerly known as Councilor, was introduced in 1967 for the purpose of representing branches and later regions in the CPA Executive Committee. Africa, as the biggest of the nine (9) regions, has six (6) Representatives representing four (4) Sub-regions as follows:

(a) Central Africa – 1

The Central Africa Sub-region comprises Botswana, Malawi, Mozambique and Zambia and has one (1) Regional Representative.

(b) East Africa – 1

The East Africa Sub-region comprises Kenya, Mauritius, Rwanda, Seychelles, Tanzania (1 Sub-National Branch) and Uganda and has one (1) Regional Representative.

(c) West Africa – 2

The West Africa Sub-region comprises Cameroon, Ghana, Nigeria + 34 Sub-National Branches and Sierra Leone and has two (2) Regional Representatives.

(d) **Southern Africa – 2**

The Southern Africa Sub-region comprises Namibia, Lesotho, South Africa + 9 Sub-National Branches and Swaziland and has two (2) Regional Representatives.

2. **Term of Office of Regional Representatives**

The term of office of a Regional Representative is three (3) years.

To allow each Branch in a Sub-region an opportunity to nominate a Member to serve as a Regional Representative, a rotational system has been adopted. As such, once a Regional Representative from one Branch has completed his/her term he/she rotates out and a Member from another Branch in the Sub-region takes over the position of Regional Representative. This has resulted in the development of a rotational roster indicating which Branch in the Sub-region is entitled to nominate a Member as a Regional Representative.

In the event that a Regional Representative is unable to complete his/her term, then the Branch that nominated that Regional Representative is entitled to nominate another Member to replace him/her.

Where the nominating Branch is unable to nominate a replacement, then the standby Branch can nominate a replacement Member.

Such a Member becomes an Acting Regional Representative until a new Regional Representative is elected at the Annual General Assembly of CPA International.

3. **Establishment**

3.1 Article 14(1)(c)(ii) of the CPA Africa Region Constitution establishes the Regional Representatives Sub-Committee as one of the sub-committees of the Executive Committee. The Sub-committee comprises all the Regional Representatives.

3.2 Traditionally, the Sub-committee is headed by the longest serving Member known as the Senior Regional Representative.

3.3 The Senior Regional Representative presides over the meetings of the Sub-Committee and is its chief spokesperson. In addition, in accordance with Article 31(2)(d), the Senior Regional Representative represents the Sub-committee in the Coordinating Committee.

3.4 **Membership to Bodies and Organs**

Regional Representatives are Members of the following:

- (a) Regional Representatives Sub-Committee
 - (b) Regional Executive Committee (Article 28(2)(g));
- and

- (c) Regional Annual General Meeting (Article 16(4)(a));
- (d) CPA International Executive Committee; and
- (e) CPA International General Assembly.

3.5 **Expenses for Travel and Accommodation**

The cost of travel for a Regional Representative shall be borne by the Regional Representative's Branch. However, the Regional Secretariat or host Branch will cater for the cost of his or her meals and accommodation.

However, the Regional Secretariat budgets annually for visits by Regional Representatives to the Branches within their respective Sub-regions. The budget caters for the cost of an economy class ticket, and per diem to cater for accommodation and meals.

3.6 **Regional Representatives and Branch Entitlement**

Regional Representatives attend the Annual Regional Conference and Annual Commonwealth Parliamentary Conference in their capacity as Regional Representatives. As such, they are not part of the Branch delegations.

This means that the number of delegates a Branch is entitled to shall not include a Regional Representative.

4. **Responsibilities of Regional Representatives**

The duties and responsibilities of Regional Representatives are as follows:

- 4.1 to attend all statutory and extraordinary meetings and other events at both regional and international levels;
- 4.2 to represent, articulate and defend the views and position of the Region at international fora;
- 4.3 to ensure that Branches and Sub-national Branches in the Sub-region are up-to-date with their subscriptions; and
- 4.4 to visit Branches to, among others:
 - (a) enlighten them on the aims, objectives and activities of the Association;
 - (b) attend Branch events related to CPA, such as Commonwealth Day and other events;
 - (c) ensure that Branches are active in implementing the Regional Strategic Plan; and
 - (d) familiarise themselves with the activities, plans, challenges and successes of the Branches.
- 4.5 Prior to meetings of the Executive Committee or General Meeting, it is advisable that the Regional Representatives

seek the views of their respective Branches on issues they wish to place on the agenda of the Executive Committee or General Meeting.

- 4.6 Regional Representatives should present written reports of their activities at meetings of the Sub-Committee.

REGIONAL SECRETARIAT

Adopted July 20th, 2014