

TOURISM SOCIETY OF GHANA

CLUB GUIDE

Technical & Vocational Chapter



PARTNERS:



Ghana Education
Service (GES)



"But Seek first the kingdom of God and His righteousness, and all these things shall be added to you" – [Matthew 6: 33 NKJV]



PREAMBLE

This document is a guide for the Basic/Secondary/Technical/Vocational Chapter of the **TOURISM SOCIETY OF GHANA**, a social enterprise and an organization dully recognized and accredited to undertake Tourism, Arts and Culture programs / activities to promote domestic tourism among the youth through the formation of Tourism Clubs within educational establishments across Ghana.

The project is certified by the Ministry of Tourism, Arts and Culture, Ghana Tourism Authority (GTA) and in partnership with Ghana Education Service (GES)and Ghana TVET Service.

OPERATIONS

The organization functions at three operational chapters namely;

✍ The Basic/Secondary/Technical/Vocational Chapter

This involves the formation of tourism clubs within basics, senior/junior high schools, technical and vocational institutions.

✍ The Tertiary Chapter

This involves the formation of tourism clubs in colleges of education, technical universities and universities.

✍ The Public Chapter

This involves the formation of tourism clubs within corporate institutions, religious organizations, professional unions, local communities, etc.

1. IDENTIFICATION

The organization is called TOURISM SOCEITY OF GHANA in all branches across the world.

- a. The official abbreviation of the organization shall be TOSOGHA
- b. The slogan of the organization is “GATEWAY TO DOMESTIC TOURISM”.
- c. The official colors of the organization shall be Green, yellow and gold.

❖ VISION

To become a leader in the development, promotion and sustenance of domestic tourism.

❖ MISSION STATEMENT

To establish an extensive patronage for domestic tourism from the grassroots and among the youth through strategically planned programs and activities as a means to promote the tourism industry of Ghana.

❖ OBJECTIVES

- ⊙ Promote domestic Tourism from grassroots including the youth and children of school going age
- ⊙ Create socio-cultural platform for people to appreciate and promote tourism
- ⊙ Improve educational standards through tourism education and training programmes
- ⊙ To promote and organize tours to various tourism sites for national cohesion
- ⊙ To use domestic tourism as a tool for environmental conservation
- ⊙ To use domestic tourism as a tool for job creation for the youth

CLUB ANTHEM

Let's hail wondrous works of His hands

To safeguard our future, our hope.

Let's seek to discover His arts and again rediscover

With one strength, one might, one love

We shall dig divine treasures

In the land, in the sea, in the skies.

Behold the voice keeps calling new

for TOSOGHA here has commissioned for creation

His great works to see.

(Anthem written and composed by Mr. Danyo Bright Henschel)

2. MEMBERSHIP

Membership is open to all youth of school going age irrespective of nationality, sex, religion, educational status, color or creed. However, all aspiring members are expected to display good morals, co-operative etiquette and interest in tourism.

3. CLUB ACTIVITIES

- i. Club meetings are organized where topics are introduced to support regular course and emerging curriculum issues.
- ii. Identification of potential tourist sites and organization of exciting educational tours.
- iii. Creation of platforms for the promotion and appreciation of Ghanaian cultural practices; music, dance, drama, arts
- iv. Collaboration with institutions with interest in tourism for outreach, interventional and exchange programs
- v. Organize capacity building workshops and seminars that promotes Ghanaian cultural heritage, providing the students with life-long career opportunities.
- vi. Skills training and development initiatives

4. LEADERSHIP & ADMINISTRATION

The Tourism Society of Ghana is an established order with a well-defined structure of administrative organs. By virtue of a workable constitution, the organization maintains the leadership structure as below:

(A) BOARD OF DIRECTORS

1. Remains the policy making arm of the organization.
2. Appoints the Executive Director and determines the framework of his/her legislation.
3. Draws the elements of the drafted constitution as legislative instruments for the attention of the National Secretariat
4. Approves/Gazettes the drafted constitution and upholds its sovereignty supreme.
5. Determines the structure for all forms of remunerations for all levels of administration – salaries, wages, etc.

(B) THE NATIONAL SECRETARIAT

This is the highest administrative and operational office (headquarters) of TOSOGHA headed by the Executive Director.

1. The National Secretariat remains the headquarters of all Administration.
2. The National Secretariat disseminates information on policies and Annual Plan of Work (APW) approved by the Board of Directors (BOD) to the National Executive Council (NEC).
3. Responsible for fund raising and disbursement of funds approved by the BOD
4. Represents the BOD across national and international dimensions
5. Supervise and monitor the activities of the organization and receive quarterly and annual report from the NEC and process it for attention of the BOD.
6. Appoint administrative Coordinators and other resource personnel at all levels.
7. Approve and ensure the smooth execution of conferences, seminars, and workshops across board; National/Zonal, Regional, Local councils (NEC, ZC, REC, DEC, LEC)
8. Responsible for signing agreements and partnership for and on behalf of TOSOGHA

(C) THE NATIONAL EXECUTIVE COUNCIL

It has the following functions to perform:

1. Ensure the day-to-day administration of organization at all levels of the executive council.
2. Approval and institution of bye-laws at other levels of the executive council in consultation with National Secretariat.
3. Responsible for designing the Annual Plan of Work.
4. Designing periodic workshops and seminars for Executives across board.
5. Oversees delegates' conferences.
6. Appoints committees for specialized functions.

(D) THE REGIONAL EXECUTIVE COUNCIL (R.E.C)

1. Oversees the day-to-day administration of activities of the region.
2. Responsible for planning, executing and monitoring of projects, programs of activities in line with the Annual Plan of Work (APW).
3. Supervise/monitor activities of the Local Executives
4. Presents quarterly and annual reports on activities of the region to the NEC
5. Attends to the needs of the Local Council – adequate and timely provision of material and technical logistics.
6. Sets up auditory teams and presents annual auditory reports on administration and management of all Local affairs.
7. Provides materials and staffing for workshops and seminars for Local Councils

(F) COODINATORS

1. Serve as the link and mouthpiece to the school branch. This involves the introduction of TOSOGHA to the populace (Aims, objectives and benefits)
2. Summoning meetings weekly or fortnight per the school's extra curriculum plans to establish club activities.
3. Embark on recruitment exercise of varied nature.
4. Establishment of the organization by consent and in company with the Regional Executive Council
5. Monitor and report club activities to the Clubs. (Summary report on the stewardship of the executives and membership activities)
6. Formation of or instituting the executives (This involves the organization of electoral process)
7. Summoning extra-ordinary meetings with the executive other than usual executive meetings.
8. Serve as the Chief Protocol Officer for the branch.
9. Coordination of all forms of field activities involving the organization across board.
10. Distribution and keeping up to date records of all items of membership; membership forms, ID Cards, Dues cards and whole paraphernalia (T-shirts, flags, scuffs, banners etc.)
11. Designing programs and forwarding proposals to promote and execute specific goals and perform any function assigned by Regional Executive Council
12. Determining budget for club's activities.
13. Disbursements of approved funds from the Regional Executive Council
14. Automatic participants of all TOSOGHA youth camps and tours

(H) THE LOCAL EXECUTIVE COUNCIL

1. Sees the day-to-day administration of the local branch.
2. Disseminate club aims and objectives at the grassroots level.
3. Ensures full membership participation in all programmes and activities.
4. Presents summary reports on concerns of students, teachers, parents and the immediate public/environment for the perusal of coordinators.
5. Brings the needs and challenges of the club to the attention of the coordinators or school authorities/heads as the case might be.

5. MEETINGS

Meetings shall be held across various levels of the organization. These include:

- i. EXECUTIVE MEETINGS
- ii. LOCAL MEETINGS

A. EXECUTIVE MEETINGS

These are meetings to be held by executive members only at a particular level. Thus, there shall be:

- National Executive Meetings
- Regional Executive Meetings
- Local Executive Meetings

B. LOCAL MEETINGS

These are general meetings to be held by the entire membership of the local branch.

a. PROCEDURE & CONDUCT OF MEETINGS

- i. All executive members of a particular council shall meet not later than two days before a general meeting is held.
- ii. The executive members of the National Council shall comprise only the NEC, those of the Regional Council shall comprise only the REC and those of the District Council shall comprise only the DEC.
- iii. Duration for such meetings shall not exceed two hours (2hrs)
- iv. Extraordinary meetings might be conveyed by proposal from any two members of the executive approved by the President.
- v. Decisions are made by a simple majority vote at such meetings.

b. GENERAL MEETINGS

- i. General meetings shall be held every fortnight as will be scheduled by the executive council.
- ii. Duration for general meetings is between 45mins and 1hour.
- iii. Emergency/Extraordinary meetings may be summoned by the executive or two-thirds ($\frac{2}{3}$) of active members petitioning the executive.
- iv. One-third ($\frac{1}{3}$) of active members inclusive of the President, the Vice President and the Secretary shall form quorum at meetings.
- v. The following shall form order of proceedings:

- Opening Prayer
- Welcome Address
- Club Anthem
- Business of the Day / Main Agenda
- Other Matters
- Announcements
- Closing Prayer

6. BENEFITS OF ACTIVE MEMBERSHIP

Members of the Club upon the issuance of a Membership card (Liberty Cards) enjoy the following benefits as follows:

- i. Members enjoy regular educative tours organized periodically by the institution without paying entrance fees.
- ii. Members enjoy free participation of all events, programs and any other tourism related activity organized by the Tourism Society of Ghana.
- iii. Members who have the interest and ability to work within the tourism and hospitality industry will be given free orientation, career guidance and employment opportunities.
- iv. Members enjoy interaction with tourists/volunteers from overseas
- v. Members who have the interest and ability to become tour-guides are trained
- vi. Opportunity to participate in local and foreign exchange programs
- vii. Enjoy periodic educative youth-tourism empowerment camps and seminars

7. PAYMENT AND DISBURSEMENT OF MEMBERSHIP DUES

Dues of GH2 per month by a member at the Basic/Secondary/Technical/Vocational Chapter. However, the leadership in consultation with the National Secretariat could determine other levies deemed necessary along the operational chains. These may include membership renewal dues, and fees for delegates conferences.

The membership dues shall be disbursed as follows:

50% - National Secretariat coffers

50% - Local coffers

8. SALE AND DISTRIBUTION OF CLUB PARAPHERNALIA

Paraphernalia inclusive of printed T-shirts/Lacoste, scarfs, wrist bands, flags etc. shall be distributed across all member institution at affordable prices. The secretariat remains the sole medium of production, supply and distribution.

9. EDUCATIONAL TOURS & TOUR ACTIVITIES

Periodic and regular educational tour shall be organized. For the smooth and swift take-off of such events, the management of TOSOGHA has outlined the following norms as policies:

- (i) Designed and approved tours and tour-events (other social platforms) by the secretariat shall seek due consent of member school authorities before it takes effect.

- (ii) All proposed tours and activities in the name of TOSOGHA (other than those from the secretariat) shall seek due approval from the National secretariat prior to trip date.
- (iii) Parents and guardians of club members shall be dully notified in writing, giving detailed information about impending tour and activities (date, duration, destination, etc.) not later than seven (7) days (one week) before embarking on tour trips.
- (iv) Monies levied against tour trips are gathered by the school coordinators not later than 7 days before embarking on tours.
- (v) All coordinators must check the validity of driver’s license and vehicle before trip date
- (vi) An open form will be completed by stakeholders regarding the tour and activities before/prior to execution. Namely:
 - 1. Parents/Guardians
 - 2. The concerned club members
 - 3. The Heads of member institution

NO.	NAME	SEX	FORM	SIGNATURE

10. DELEGATES’ CONFERENCES

These are programmed events by the NEC to:

- (i) Elect executive officers at the regional and national levels
- (ii) Discuss the Annual Plan of Work (APW)
- (iii) Deliberate on key issues that affect the leadership and welfare of the organization.

Note; Funding of delegates’ conferences shall be the responsibility of the National Secretariat.

11. ELECTIONS & TERMS OF OFFICE

- i. All elections shall be by ballot of concerned members.
- ii. An officer shall be deemed elected if he/she wins simple majority at the polls.
- iii. Offices subject to election shall be:

- a. President
- b. Vice President
- c. Secretary
- d. Deputy Secretary
- e. Organizer
- f. Financial Secretary/ Treasurer
- g. Female Rep

Notes: Roles of executive members are spelt out in the constitution

- iv. An office holder shall cease to hold office under any of these circumstances:
 - The death of the office holder
 - A protracted illness that has rendered him/her inactive
 - Resignation
 - Dismissal
- v. Tenure of office for any executive member shall be a period of two years for National/Regional and one year for local councils (Schools)
- vi. All office holders shall remain in office for not more than two (2) consecutive terms.
- vii. Should an officer cease to hold office under conditions stated in item (v) of this article, a bye-election shall be organized within six weeks after the office becomes vacant.

12. IN-SERVICE TRAINING

All newly elected Local officers shall undergo an in-service training to groom them to be well-equipped for their new offices.

13. CONTACT

That the official contact elements shall be:

- a. **Postal address:**
 TOURISM SOCEITY OF GHANA
 P. O. Box TS 583, Teshie – Accra
- b. **Telephone:**
 (00233) 302 944 637
 (00233) 244 927 017
- c. **E - mail:** tosogha@gmail.com
- d. Website: www.tourismsocietyofghana.com

THE ORGANOGRAM

