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BACKGROUND INFORMATION TO THE PROPOSED STRUCTURE OF THE WOMEN'S SECTION.

You will recall that at the 1981 Luanda Conference the Women's Secretariat was mandated to work out an organised structure of the Women's Section to meet the challenging situation of our struggle both inside and outside the country.

In executing this task the Women's Secretariat used the recommendations which came from the Zambia region report which were endorsed by the conference and established desks relating to the different aspects of work undertaken by the Women's Section.

Experience led the Women's Section to draw up a document on the proposed structure which was presented at the Council meeting held in Lusaka in February 1983. This structure could not be discussed at the Council meeting in view of the fact that delegates saw it for the first time.

The structure was referred back to the regions and units of the Women's Section for discussion, and comments were to be sent to the Women's Secretariat in April 1983. The response from the regions/units was very poor. By April 1984 the secretariat had only received comments from the Zambia and London Women's Section Regions. Again an appeal was made for the regions to respond and copies of the proposed structure were sent to those who did not respond but in vain.

The Women's Secretariat has since 1983 operated on the proposed structure as we could not wait for all the regions to respond. During this period the day to day prompted the Secretariat to review the proposed structure with the aim of improving it. Thus new proposals were made.

Some of these new changes include:

1. Changes in the composition of the Council.
2. Doing away with the National Women's Executive Committee.
3. The introduction of Political Secretary who also acts as Deputy Head.
4. Doing away with the portfolio of Assistant Secretary for Education and Culture.
5. Doing away with Additional member of the Secretariat.

6. Election of the Secretariat by the conference.

The other changes made are very minor. We thus urge all our units and regions to study this proposed structure, as part of the preparations of our second National Conference from the units to regional conference and to send their comments.

PREAMBLE: The Women's Section is a mass organ within the ANC falling under and accountable to the office of the Secretary-General.

All decisions and policies of the movement as adopted by the ANC Conference, the NEC and its immediate offices (PMC, ECC, etc) are binding to the Women's Section. Likewise, recommendations made by the Women's Section to the NEC and the ECC once approved are binding to the membership of our movement.

The last ANC National Consultative Conference decided on electing the Executive, a practice which is commendable and need to be emulated by us as a mass organ in our movement. The Women's Section in its conference, following the procedure of the conference shall elect its Executive by secret ballot. It is obligatory for the Secretariat elected members to serve a full term until next conference.

Elected members of the Women's Leadership shall now constitute the National Women's Secretariat.

THE NATIONAL WOMEN'S SECTION STRUCTURE.

1. The highest organ of the ANC is conference.
2. The highest Executive body of the ANC in - between conference is the National Executive Committee (NEC).
3. The Executive body of the ANC in - between sessions of the NEC is the Working Committee (WC)
4. There are three (3) offices under which departments of the ANC fall viz:
 - i) The office of the President
 - ii) The office of the Secretary-General (SG)
 - iii) The office of the Treasurer-General (TG)
5. The Women's Section falls under the office of the S.G.
6. The highest organ of the Women's Section is the Women's Conference which shall meet at least once in five (5) years.

It shall constitute elected

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It shall constitute elected delegates and invited participants. Conference shall elect members of the Secretariat, to be endorsed by NEC.

7. The highest decision making body of the Women's Section in - between conference is the Council/Extended Meeting of the Secretariat, which shall meet at least once in two (2) years. It shall constitute members of the Secretariat, Representatives from selected frontline areas and some appointed members of the Women's Section.

TASKS OF THE WOMEN'S SECTION

1. Shall implement the decisions of the National Executive Committee of our movement.
2. Shall mobilise the masses of women inside South Africa into the struggle.
3. Shall organise ANC women abroad into active units of the Women's Section.
4. Shall ensure the care and well being of all ANC children.
5. Shall organise the women of South Africa into the struggle.
6. Shall mobilise women internationally and all progressive forces support the ANC politically materially, morally and diplomatically.
7. Shall issue propaganda material for both internal and external use.
8. Shall report regularly to the office of the Secretary-General.

TASK OF THE NATIONAL WOMEN'S COUNCIL/EXTENDED MEETING OF THE SECRETARIAT.

1. Shall review national and international developments since the last council meeting/extended meeting of the Secretariat or conference.
2. Shall report on the implementation of the Programme of Action.
3. Shall evaluate the work accomplished and problems encountered by the Women's Section.
4. Shall formulate and adopt the next Programme of Action.

1. TASKS OF THE NATIONAL WOMEN'S SECRETARIAT.

1. Shall coordinate, supervise and direct the work of the Women's Section in between sessions of the National Women's Council/Extended Meeting of the Secretariat.
2. Shall form sub committees of the Secretariat.
3. Shall receive and consider reports from all organs and representatives of the Women's Section.

4. Shall report to the Council/Extended Meeting of the Secretariat on the state of organisation within the Women's Section and recommend new initiatives including the composition of the National Women's Secretariat and Council/Extended Meeting of the Secretariat.

5. Shall receive and consider reports from all departments, sub-committees, regional Women's Section Committees, representatives in all established ANC structures, and Women's Representatives in international organisations.

2. COMPOSITION OF THE NATIONAL WOMEN'S SECRETARIAT.

The National Women's Secretariat shall comprise of:

1. Head of the National Women's Secretariat who is also Head of the Women's Section.
2. Political Secretary who will deputise the head of the Women's Section.
3. Secretary for Administration.
4. Secretary for Information Publicity and Research.
5. Secretary for Internal Affairs.
6. Secretary for International Affairs.
7. Secretary for Projects and Finance.
8. Secretary for Logistics.
9. Secretary for Children.

3. SUB-COMMITTEES OF THE NATIONAL WOMEN'S SECRETARIAT.

There shall be seven(7) sub-committees of the National Women's Secretariat. These are;

1. Sub-committee on Political Education.
2. Sub-committee on Information Publicity and Research.
3. Sub-committee on International Affairs.
4. Sub-committee on Projects and Finance.
5. Sub-committee on Logistics.
6. Sub-committee on Children
7. Sub-committee on Internal Affairs.

TASKS OF THE HEAD OF THE WOMEN'S SECTION.

1. Shall head the Women's Section the National Women's Council/Extended Meeting of the Secretariat and the Women's Secretariat.
2. Shall prepare quarterly reports to the offices of the President, the

the Secretary-General and the Treasurer-General on the state of organisation within the Women's Section.

3. Shall preside over meetings of the Women's Secretariat and National Women's Council/Extended Meeting of the Secretariat.
4. Shall supervise and co-ordinate the overall work of the Women's Section.

TASKS OF THE POLITICAL SECRETARY.

1. Shall deputise the Head of the Women's Section in her absence.
2. Shall assist the Head of the Women's Section in the execution of her duties.
3. Shall coordinate the Political Education Programme (PEP) of the Women's Section and raise higher the political consciousness of women in the ANC.
4. Shall keep close contact with regional Women's Section committees and their units externally.
5. Shall attend to political reports and maintain correspondence accordingly on all matters raised.
6. Shall constantly evaluate the implementation of the PEP and assess the general political development by paying visits to all areas.
7. Shall work together with and report to the Secretariat.

TASKS OF THE ADMINISTRATIVE SECRETARY.

1. Shall in consultation with the Head of the Women's Section be responsible for implementation of the decisions of the Women's Secretariat.
2. Shall take down minutes of the Women's Secretariat during its meetings.
3. Shall record all incoming and outgoing correspondence of the Women's Secretariat and pass it on to the relevant desks for attention.
4. Shall ensure the smooth running of the Women's Secretariat by following up issue with the secretaries of the different desks.
5. Shall liaise with Administrative Secretaries of all ANC departments.

TASKS OF THE SUB-COMMITTEE ON INFORMATION, PUBLICITY AND RESEARCH.

This sub committee will be presided over by the Secretary for Information, Publicity and Research.

TASKS:-

1. Shall disseminate information and other propaganda material for the women internally and internationally.

TASKS OF THE SUB-COMMITTEE ON INTERNAL AFFAIRS.

This sub-committee will be presided over by the Secretary for Internal Affairs.

Tasks:

1. The Secretary for this sub-committee shall be the representative of the Women's Section on all internal matters.
2. Shall in cooperation with the existing machinery, establish projects for women internally.
3. Shall work within such structures to established ANC Women's Section units inside the country.
4. Shall closely follow events inside the country on the women's front, monitor these and supply the women's department of information, publicity and research with the relevant research material they need.
5. Shall hold regular meetings of the sub-committee which shall be convened by the Secretary for Internal Affairs.
6. Shall have access to recruitment of women for the purpose of internal work and mobilisation.
7. Shall report regularly to the Women's Secretariat.

TASKS OF THE SUB-COMMITTEE ON INTERNATIONAL AFFAIRS.

This sub-committee shall be presided over by the Secretary for International Affairs.

TASKS:

1. Shall mobilise the international women's movement, progressive organisations and individuals to support the struggle waged by the people of South Africa.
2. Shall liaise with the international desk of the Youth Section and the International Department of the ANC.
3. Shall study the international situation and make recommendations to the Women's Secretariat on the selection and preparation of delegates to the Conference and shall receive reports from such delegates.
4. Shall liaise with Women's Representatives in international organisations.
5. Shall work closely with the international Women's organisations and committees established in support of our struggle.

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TASKS OF THE SUB- COMMITTEE ON LOGISTICS.

This sub-committee shall be headed by the Secretary for Logistics.

TASKS:

1. Shall receive all requisitions made to the Women's Section for goods.
2. Shall ensure the distribution of goods to women internally and externally.
3. Shall in consultation with the National ANC Logistics Officer, keep record of goods belonging to the Women's Secretariat and shall duly inform the Women's Secretariat about the receipt of such goods.
4. Shall report regularly to the Women's Secretariat.

TASKS OF THE CHILDREN'S SUB - Committee

This sub-committee shall be presided by the Secretary for Children's Affairs.

TASKS:-

1. Shall be overall in charge of projects relating to children under 6 years of age.
2. Shall ensure the well-being of ANC children in all areas.
3. Shall regularly evaluate and assess the implementation of the political-cultural programme for children (under six years) by the relevant structures.
4. Shall regularly liaise with the Youth Section on matters pertaining to the Masupatsela.
5. Shall report to the Women's Secretariat.

REGIONAL WOMEN'S SECTION STRUCTURE

1. The highest organ of the Women's Section regionally is the Regional Women's Conference.
2. The Regional Women's Committee (RWC) shall be the highest executive body of the Regional Women's Section in-between Regional conferences.
3. Shall report regularly to the Secretariat.

COMPOSITION OF THE REGIONAL WOMEN'S COMMITTEE (RWC)

1. Chairperson
2. Secretary
3. Treasurer
4. Logistics Officer

The size of the Committee shall be dictated by the size of the Women's Section in the region, and the availability of personnel. The above is ideal if circumstances allow.

In any region where an RPC and an ANC office exist, the RWC shall immediately fall under them, having one of its members seconded to the RPC, and the Secretary, where possible and necessary, operating from the RPC/ANC office.

GENERAL DUTIES OF THE RWC

1. Shall ensure that all South African women in the region are mobilised into active ANC Women's Section and functioning ANC units.
2. Shall organise all South African Women, who by virtue of ~~their~~ marriage have assumed the nationality of their spouse into active support groups for the ANC.
3. Shall ensure that all members are grounded in the policy of the movement and that members in the region discuss and understand current political strategies and tactics of the ANC, as well as the current situation internationally and internally.
4. Shall supervise the implementation of the decisions and recommendations of the Women's Secretariat to the region.
5. Shall ensure that members participate in the formulation of and the evaluation of the policies of the ANC and the Women's Section.
6. Shall approve all policy documents in the region.
7. Shall ensure that the Women's Secretariat is acquainted with such political, social and other problems that members may face regionally. It shall, however, try to solve those problems before passing them over to the Women's Secretariat in cooperation with the RPC office and the office of the Chief Representative.

8. Shall raise funds for the Women's Section and the ANC.
9. Shall second one of its members to the RPC where it exists.
10. Shall submit quarterly reports to the Women's Secretariat which includes financial statements.

DUTIES OF THE RWC CHAIRPERSON

1. Shall preside over all RWC meetings.
2. Shall see to the implementation of tasks assigned by the Secretariat to the region.
3. Shall mobilise all South African women in the region into the ANC.
4. Shall report quarterly to the RWC.

DUTIES OF THE RWC SECRETARY

1. Shall take minutes of the meetings of the RWC.
2. Shall keep records of all decisions, documents, correspondence.
3. Shall liase with the Secretaries of Women's Units in the region and ask for regular reports, feed-backs on all activities of the women's units in time to be discussed by the RWC.
4. Shall liase with the Women's Secretariat on behalf of the RWC.
5. Shall be the administrator of the RWC.
6. Shall in consultation with the chairperson convene meetings of the RWC.

DUTIES OF THE RWC TREASURER

1. Shall study possibilities of raising material support for the ANC Women's Section.
2. Shall research on projects which can be undertaken to raise material aid, including workshops.
3. Shall keep a record of funds of the Women's Section in the region and where possible keep such funds.
4. Shall report regularly to the Regional Women's Section.
5. Shall prepare quarterly financial reports to the RWC.
6. Shall liase with the Regional Treasurer of the ANC.

BACKGROUND INFORMATION TO THE PROPOSED STRUCTURE OF THE WOMEN'S SECRETARIAT

It will be recalled that at the 1981 Lusaka Conference the Women's Secretariat was established.

DUTIES OF THE LOGISTICS OFFICER

1. Shall be attached to the Logistics Committee of the ANC in the area.
2. Shall take care of the logistics needs of women in the region and duly report these to the Logistics Committee.
3. Shall report regularly to the RWC.

AMANDLA - MAATLA - POWER TO THE PEOPLE