

AFRICAN NATIONAL CONGRESS  
SECOND WOMEN'S CONFERENCE  
NATIONAL PREPARATORY COMMITTEE PAPERS  
PAPER NO. 12(B)

PROPOSED STRUCTURE OF THE WOMEN'S SECTION PRESENTED TO COUNCIL (1983)

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The Conference of the ANC Women's Section, meeting in Luanda from September 10 to 14 1981, mandated the Women's Secretariat to create and organise a functional structure through which to effectively implement the decisions of that historic conference.

This structure was based on the recommendations made by the Regional Women's Section (Zambia) and it provided for the creation of different desks and sub-committees within the Women's Secretariat. The subsequently created structure document was further enriched by the Working Committee adopted structure of the Youth Section. This structure flows from the operative structure of the ANC, adopted by the National Executive Committee at its January 1978 meeting.

**The National Women's Executive Committee Structure**

1. The highest organ of the ANC is Conference
2. The highest executive body of the ANC in between conferences is the NEC.
3. The executive body of the ANC in between sessions of the NEC is the Working Committee.
4. There are three offices under which departments of the ANC fall, viz:
  - i) The Office of the President
  - ii) The Office of the Secretary General
  - iii) The Office of the Treasurer General
5. The Women's Section falls under the Office of the SG.
6. The highest organ of the Women's Section is the Women's Conference, which shall meet at least once in two years.
7. The highest body of the Women's Section in between conferences is the National Women's Council, which shall meet at least once in two years.
8. The executive body of the National Women's Council in between sessions of the Council is the National Women's Executive Committee.

**Tasks of the National Women's Council**

1. Shall review national and international developments since last Council Meeting 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.

**National Women's Executive Committee**

1. The National Women's Executive Committee shall consist of 16 members.
2. These shall comprise ten members of the National Women's Secretariat plus six members, to cope with the structure and tasks within the Women's Section.

**National Women's Secretariat**

The National Women's Secretariat shall comprise ten members of the National Women's Executive Committee.

**Composition of the National Women's Secretariat**

1. Head of the National Women's Executive Committee, who is also Head of the Women's Section.



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2. Deputy head of the Women's Section, who is also in charge of children.
3. Assistant Secretary for Information, Publicity and Research.
4. Assistant Secretary for Internal Affairs.
5. Assistant Secretary for International Affairs.
6. Assistant Secretary for Finance and Material Assistance.
7. Assistant Secretary for Logistics
8. Assistant Secretary for Administration.
9. Assistant Secretary for Education and Culture.
10. Additional Member.

#### Sub-Committees of the National Women's Secretariat

There shall be eight sub-committees of the National Women's Secretariat. These are:

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

#### Tasks of the Women's Section

- a) Shall implement the decisions of the National Executive Committee of our movement.
- b) Shall mobilise the masses of women inside South Africa into the struggle.
- c) Shall organise the women of South Africa outside the country into the ANC.
- d) Shall ensure the care and well-being of all ANC children.
- e) Shall organise ANC women abroad into active units of the Women's Section.
- f) Shall mobilise women internationally and all progressive forces to support the ANC politically, materially, morally and diplomatically.
- g) Shall use propaganda material for both internal and external use.
- h) Shall report regularly to the Office of the Secretary General.

#### Tasks of the National Women's Secretariat

1. Shall co-ordinate, supervise and direct the work of the Women's Section between sessions of the National Women's Council.
2. Shall receive and consider reports from all organs and representatives of the Women's Section.
3. Shall report to the Council on the state of organisation within the Women's Section and recommend new initiatives, including the composition of the National Women's Executive Committee
4. 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.

#### Tasks of the Head of the Women's Section

1. Shall head the Women's Section, the National Women's Executive Committee and the Women's Secretariat.
2. By decision of the National Executive, the Head of the Women's Section shall be a member of the NEC.
3. Shall prepare quarterly reports to the Offices of the President, Secretary General and Treasurer General on the state of organisation within the Women's Section.



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4. Shall preside over the Women's Secretariat and National Women's Executive Committee meetings.
5. Shall supervise and co-ordinate the overall work of the Women's Section.

#### Tasks of the Deputy-Head of the Women's Section

1. Shall deputise for 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 be in charge of the Children's Sub-Committee.

#### Tasks of the Sub-Committee on Political Education

This sub-committee shall be headed by the Head of the Women's Section

1. Shall strengthen the Women's Section in the External Mission and still raise higher the political consciousness of the women in the ANC.
2. Shall, in consultation with the Women's Secretariat, work out a general programme of political education for all units of the Women's Section.
3. Shall report regularly to the Women's Secretariat.

#### Tasks of the Sub-Committee on Education and Culture

This sub-committee shall be headed by the Assistant Secretary for Education and Culture.

1. Shall deal with the educational and personal needs of the ANC Women's Section.
2. Shall act as the scholarship officer of the National Women's Executive Committee and will liaise with the National Scholarships Committee and the Education Secretariat.
3. Shall be the Officer of the National Women's Executive Committee through whom contact is kept with the Department of Education and Culture.
4. Shall see to the all-round promotion of culture among the women in the ANC.
5. Shall liaise with the other cultural officers in the movement and be part of the overall ANC cultural committee.
6. Shall report regularly to the Women's Secretariat.

#### Tasks of the Sub-Committee on Internal Affairs.

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

1. The Assistant Secretary for this sub-committee shall be the representative of the Women's Section on all internal matters.
2. Shall, in co-operation with the existing machinery, establish projects for women internally.
3. Shall work within such structures to establish ANC Women's Section units inside the country.
4. Shall closely follow events inside the country on the women's front, monitor those 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 Assistant Secretary for Internal Affairs.
6. 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 Assistant Secretary for International Affairs.

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 supervise the work of the Women's Section representatives in international Women's organisations.
4. Shall study the international situation and make recommendations to the Women's Secretariat on the selection and preparation of delegates to Conferences and shall receive reports from such delegates.



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5. Shall work closely with the international women's organisations and committees established in support of our struggle.
6. Shall ensure the establishment of more ANC Women Support Groups.
7. Shall keep the Women's Secretariat in close contact with women's groups, including those within the broad anti-apartheid groups.
8. Shall report regularly to the Women's Secretariat.

#### Sub-Committee on Information, Publicity and Research

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

1. Shall disseminate information and other propaganda material for the women internally and internationally.
2. Shall edit the official organ of the Women's Section, VOW.
3. Shall deal with such aspects of Women's Section work as the radio, leaflets, periodicals, legal publications at home, films, press, news briefings and the training of publicity personnel.
4. Shall liaise with the Internal and International Sub-Committees of the Women's Secretariat and the Department of Information and Publicity of the ANC.
5. Shall establish fully fledged research units to serve all departments of the Women's Section.
6. Shall report regularly to the Women's Secretariat.

#### Tasks of the Sub-Committee on Finance and Material Assistance

This sub-committee shall be presided over by the Assistant Secretary for Finance and Material Assistance

1. Shall co-ordinate efforts of the international women's movement in the area of fund-raising, especially for the Women's Section.
2. Shall raise and administer funds for the Women's Section.
3. Shall be responsible for the running of ANC Women's Section projects and the formulation of such projects.
4. Shall, in consultation with the Assistant Secretary for Logistics, assess the material needs of the Women's Section as a whole, and suggest ways of meeting those needs.
5. Shall keep a record of donations received by the Women's Section, including subscriptions for VOW.
6. Shall liaise with the International Assistant Secretary of the Women's Section.
7. Shall prepare annual financial reports for the Women's Secretariat.
8. Shall liaise with the National Treasury.

#### Tasks of the Sub-Committee on Logistics

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

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 records of goods belonging to the Women's Secretariat and shall duly inform the Women's Secretariat about receipt of such goods.
4. Shall report regularly to the Women's 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 Assistant Secretary for attention.



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4. Shall liaise with the Secretary of the Youth Section.
5. Shall report directly to the Head of the Women's Section and the relevant Assistant Secretary on issues that need prompt attention.
6. Shall ensure the smooth-running of the Women's Secretariat by following up issues with the Secretaries of the different desks.
7. Shall maintain correspondence with the different Regional Women's Sections.
8. Shall report regularly to the Women's Secretariat.

#### Tasks of the Childrens Sub-Committee

1. Shall be overall in charge of projects relating to children.
2. Shall ensure the well-being of children in all areas.
3. Shall regularly liaise with the Youth Section on matters pertaining to the Masupatselas.
4. 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 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.

Chairperson; Secretary, Treasurer, Education Office and 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 the 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 ANC office.

#### General Duties of the Regional Women's Committee

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 South African women, who by virtue of their marriage, have assumed the nationality of their spouses, into active support groups for the ANC.
3. Shall ensure that all members are grounded in the policies 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 these problems before passing them over to the Women's Secretariat.
8. Shall raise funds for the Women's Section and for 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 include financial statements.



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Duties of the Regional Women's Committee 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 into 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 of the RWC.
3. Shall liaise with the Secretaries of Women's Units in the region and ask for regular reports, including feedback on all activities of the women's units, in time to be discussed by the RWC.
4. Shall liaise 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 Regional Women's Committee.
6. Shall liaise with the Regional Treasurer of the ANC.

Duties of the Education Officer

1. Shall deal with the educational problems and educational needs of women in the region.
2. Shall act as the scholarship officer of the RWC, liaising with the Women's Secretariat on the question of scholarships.
3. Shall report regularly to the RWC.

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 the women in the region, and duly report these to the Logistics Committee.
3. Shall report regularly to the RWC.