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AFRICAN  
NATIONAL CONGRESS

TO: ALL ANC DEPARTMENTS  
FM: INFORMATION SYSTEM  
DD: 09 AUGUST 1991

re: MEMORANDUM

Comrades

Your comments or criticism will be appreciated by the above department. Please forward them in writing as soon as possible, this will help us to prepare for a workshop.

Regards

The People Shall Govern!

## MEMORANDUM

TO: SECRETARY GENERAL'S OFFICE  
ORGANISING DEPARTMENT  
REGIONAL OFFICES  
YOUTH LEAGUE  
WOMEN'S LEAGUE  
ALL DEPARTMENTS

FROM: INFORMATION SYSTEMS

re: AFRICAN NATIONAL CONGRESS MEMBERSHIP SYSTEM

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### INTRODUCTION

Since the African National Congress was unbanned eighteen months ago, people have been joining the ANC in thousands.

Unfortunately we couldn't stop people from joining the movement because we did not have any computer based system that will keep track of membership at all levels.

Two types of membership forms and cards were designed since february 2nd and until now they are not as perfect as we want.

### FIRST MEMBERSHIP FORM

This type of form did not indicate the donation from a member.

- The residential address column was not adequate, such that most members didn't complete the address column.

### Donation:

- No records can identify or indicate the amount paid by the member.
- Membership number was not structured. ( it was just a numerical number that does not signify anything.)
- There was no I.D number column nor date of birth column.

### SUMMARY

- No statistics can be properly compiled from that form.
- No financial accountability can be done i.e. subscription fee recording.
- Very difficult to computerise.

### SECOND MEMBERSHIP FORM

This form is relatively ok except few remarks on it. It never accommodated the first form structure.

- It is not clear for a member who is suppose to complete. i.e questions are not in sequence.  
e.g if the member is to complete where the form is asking about other organisation and branches, most members write their ANC branch.
- Membership number is not structured.

### FIRST MEMBERSHIP CARD

This card was relatively better than the new one because it had 12 block which would indicate the monthly subscription of a member.

### MISSING POINT:-

#### SUBSCRIPTION OR DONATION

The movement must organise stamps like post office stamp. If a member pays a rand for a month, then a stamp is to be inserted in that block for the months. This system will clearly show if a particular member has paid for month x.

### MEMBERSHIP NUMBER STRUCTURE

#### Recommendations

Each number must be structured as follows:-

- first 2 digits must indicate a region.
- Second 3 digits must indicate a branch.
- last 4 or 5 digits must indicate that personal number in the branch.

A question may arise, what if a member changes his or her branch or region, through a computer data base this is possible to change.

## REGIONAL

### MEMBERSHIP OFFICER

#### RECOMMENDATIONS

Each region must employ and train a membership officer. He or she will be working with or under the regional organising officer. His or her main task will be to administer the membership of the region. i.e produce periodical statistics of membership per branch.

- Design graphical representation of membership growth.
- Keep track of subscription fee for that region, and liaise with regional treasurer and chief organiser.
- Keep computer based membership database and liaise with ANC HQ membership databank.
- Ensure that stamps are kept properly. Keep all regional membership forms. ( completed and no completed ones).

This will assist us when preparing credentials for the next conference. These are the comrades (membership officer) who can handle registration and credentials during conferences.

At the moment our regional membership banks are in a very bad state. Until this is structured correctly. ANC membership list cannot be followed.

#### Example

#### MEMBERSHIP NUMBER STRUCTURE

REGION 22	BRANCH 073	PERSONAL NUMBER 2634
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Membership number of comrade x  
is : 22 073 2634

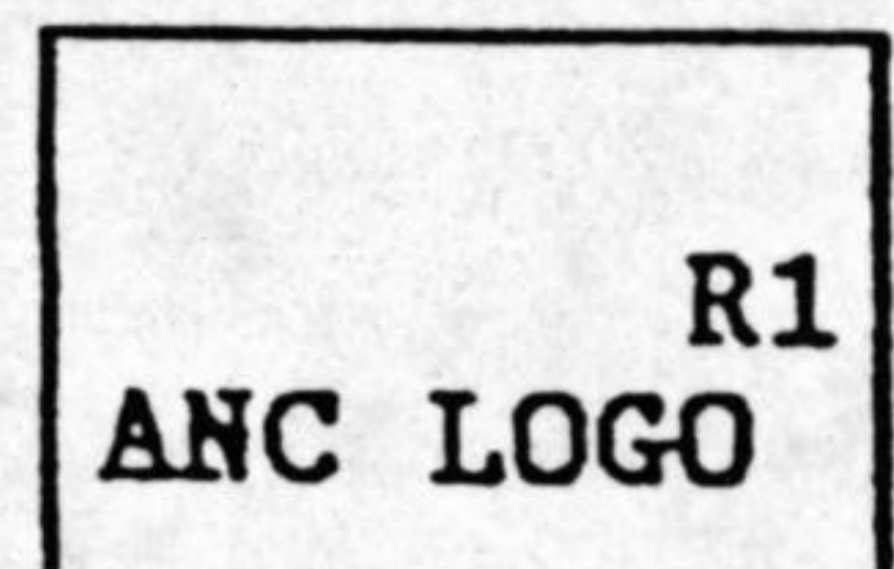
In the process of computerisation this is the best type of a number to use because the region and the branch is represented in the membership number of comrade x.

MEMBERSHIP CARD

- Name and address must definitely appear in the membership card.
- For records sake we can include the identity number of the member and whether she is a male or female and also age.
- The other side must be 12 months block to insert stamps as the member pay subscription or donation.

STAMP PAGE

JAN	FEB	MAR	APR
MAY	JUNE	JULY	AUG
SEPT	OCT	NOV	DEC



The stamp must be registered with revenue.

Each card must work for 3 year, this means we will put stamps one on top of the other 3 times.

SUMMARY

By mere looking into the number and the date of joining you can estimate the membership growth rate of that branch and region.

Suggested that the cutoff date of the old forms and membership card must be February 1 1992.

All these suggestion are subject to change or criticism. If any part of this document is not clear please contact information system office in JHB.

Notes:

As our membership grows, it will be very difficult or impossible to trace the backlog. The 30% of our membership that has been computerized costed the organisation more than 50 thousand rand.

Unless we employ permanent staff for this type of job i.e membership officer per region, no records will be properly kept.

This is not just a technical gain but political also, because the work that is done by field organisers can not be measured at the present moment. It will only be measured if the growth rate per given period of time is indicated.

MEMBERSHIP SYSTEM WORKSHOP

We lastly recommend that a workshop must be convened to discuss our membership system.

- Representatives to the workshop must be from:
- organising dept.
- business unit of ANC
- representative from regions
- finance dept
- SGO
- Youth
- Womens League

and all other related structures. The seminar will be two days.

SUGGESTED AGENDA TO THE MEMBERSHIP WORKSHOP

AGENDA

1. Analysis of the past and present membership system.
2. Examples of other political organisations, e.g labour party etc. big commercial organisation, insurance companies. I.D system and other record system of financial institution.
3. Analysis of membership growth of the ANC.
4. Presentation of general statistics from regions.
5. Recommendations of the new membership system.

N.B. ALL ORGANISERS OF REGIONS MUST PARTICIPATE IN THIS WORKSHOP.

THE OTHER ALTERNATIVE OF THE AGENDA IS TO SPLIT OTHER PARTS: REFERRAL POLITICAL AAPPROACH TO RECRUIT MORE MEMBERS OR AND A TECHNICAL APPROACH IN KEEPING RECORDS OF OUR MEMBERS.

### COST - BENEFIT - ANALYSIS

#### Benefits

- \* savings on renewal of subscriptions
- \* efficient and effective control of membership drive
- \* electoral surveys
- \* possible assistance in targetting potential members for donations and pledges
- \* other benefits may accrue to members in the form of discounts from big companies (this will invariably increase our members).

#### Costs

- \* impact on personnel required by the ANC nationally
- \* possible additional equipment and office space
- \* training and development of personnel.

### GENERALISED PROJECTIONS

- 'OLK

If ANC membership in the country today is 700,000, annual subscription or donations is supposed to be 8,4 million. The current policy is such that a third of this amount is supposed to be sent to the Head Office, but unfortunately, such figures cannot be consolidated now until a comprehensive system is practised or put in place.

In view of the fact that the system is or will be new (if accepted) the people responsible for implementing it will go through a process of learning. It would therefore be necessary to ensure that an agreement is reached as soon as possible so that this situation is corrected.