Monday, April 13, 2015

**MY MANIFESTO WRITTEN BY OSEI ANIN GODFRED**

The chairperson, SRC, executives, colleagues, ladies and gentlemen, I am highly honored and pleased to stand in front of you, seeking your mandate to become the next PUSAG secretary. First of all I would like to congratulate the current PUSAG president his executives for their hard work but I am more than ready to assist the upcoming PUSAG president to take the PUSAG council and the entire student to the river side so that we can all drink the water of life in WIUC.

Private Universities Students’ Association, Ghana, PUSAG play a critical role in promoting activities and events connecting private universities in Ghana, secure for all students and stakeholders an environment for Academic, Moral, Economic, Spiritual, Cultural, Political and Development of our person and the country as a whole. Also, the Committee organize programs that will empower students to bring out the hidden talents in them so as to promote nation building.

PUSAG’s Mission is create an atmosphere of peace and harmony in all our respective member institutions and country. I hope to support and assist my President to help make these experience more accessible to the students.

During my year of office in Junior High School as a Health prefect, one of the major roles I played was taking record of number of students admitted to the hospital, visiting the hospital etc. which I acted as an information point for the school concerning health management. On this position I have gained an insight in carrying out duties and a role in the day-to-day administration of an organization.

These qualifications make me a candidate with the ability to support the chair in ensuring the smooth functioning of the PUSAG committee. If elected PUSAG Secretary I will

* Ensure meetings are effectively organized and minutes
* Maintain effective records and administration
* Ensure the committee’s activities are in line with its objects
* Respond to all committee correspondence
* Filling the committee correspondence received and copies of replies sent
* Report the activities of the committee and future programs to members and the public

Furnish the student body with information on activities of PUSAG after every PUSAG meetings as and when it is available.

I will ensure that I run fundraising project which will involve writing proposals to big companies, approaching different organizations to give us funding also including the government to help the student in general to get the maximum support to participate fully and willingly in all PUSAG activities.

Assist the president in organizing forums on pressing national issues and perform any other functions assigned to the PUSAG council by the SRC

Many students loose interest in part-taking in PUSAG activities held on campus such as games because of their fear in missing lectures, IA’s etc. Therefore this year I came with a solution at hand. I will ensure sportsmen and women enjoy some privileges

* Consult with the Chairperson on the order of business for the meeting, and the way in which it should be dealt with on the agenda. Decide what business requires discussion and what requires a decision by the Management Committee;
* Ensure that the notice of the meeting is given, that suitable accommodation is arranged and confirmed, and that copies of the agenda is prepared;
* Make sure that any reports or information requested at the last meeting is available or that there is a good reason why not.
* Unless there is a Minutes Secretary, take notes of the meeting, recording the key points and making sure that all decisions and proposals are recorded, as well as the name of the person or group responsible for carrying them out. Make sure action points are clear; and
* Make sure that the Chairperson is supplied with all the necessary information for items on the agenda, and remind the Chairperson if an item has been overlooked.
* Prepare a draft of the minutes (unless there is a minutes secretary) and consult the Chairperson and most senior staff member (where relevant) for approval;
* Send a reminder notice of each decision requiring action to the relevant person; this can be done by telephone, or by an ‘action list' with the relevant action for each person duly marked; and
* Promptly send all correspondence as decided by the Management Committee.