

**GHANA HEALTH
INFORMATION MANAGEMENT
ASSOCIATION
(GHIMA)**



**DRAFT OF WELFARE FUND
POLICY**

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PREAMBLE:

We the members of GHIMA, realizing the need to come together for the mutual benefit of all, have formed a Welfare Fund.

The name shall be “***GHIMA WELFARE FUND***” hereinafter referred to as **Welfare**.

Article 1: AIMS AND OBJECTIVES

Clause 1: AIMS OF THE FUND

The aim of the welfare fund is to promote the general wellbeing of all members in good standing in the association.

Clause 2: OBJECTIVES: The objectives of the fund shall be:

- a. To bring together all members of the Association who are in good Standing as stated in the GHIMA constitution, on article (vi) and (vii)
- b. To promote harmony and peaceful co-existence among all members at all times.
- c. To assist and support members with benefits as stated in the welfare fund policy.
- d. To promote general wellbeing of all members.

Article 2: MEMBERSHIP:

- 1) Membership shall be opened to all members of Ghana Health Information Management Association who are in good standing as stated in the GHIMA constitution under article (vi) and (vii)

Article 3: GOVERNANCE STRUCTURE OF THE FUND

Clause 1: The Welfare Fund shall be governed by a five member committee who will be nominated at Annual General meeting and or appointed by NEC. The Five member committee shall consist of:

- a. Chairman – National Officer (as stated in the constitution under article xiv clause 6)
- b. Secretary - A member in good standing
- c. Member – A Rep from Regional Governors appointed by NEC and in good standing.
- d. Trustee – A member in good standing
- e. Member – A member in good standing

Clause 2: The voting and decisions of the committee shall be by a simple majority.

Article 4: TENURE OF OFFICE

- 1) A member of the Committee shall hold an office for a four (4) year term renewable as applicable to the constitution of GHIMA under article X (D) and article XIII (ii).
- 2) The committee for the fund shall be constituted a year after the general elections and at Annual general Meeting of the noble association.

Article 5: FUNCTIONS AND ROLE OF WELFARE FUND COMMITTEE MEMBERS

Clause 1: FUNCTION OF THE COMMITTEE

The Committee shall have the mandate and shall collaborate with Regional Executives to represent the Association in all matters affecting the welfare of its members.

Clause 2: ROLE OF THE COMMITTEE MEMBERS:

a. CHAIRMAN:

- i. He/she shall be a national officer.
- ii. He/she shall presides over all meetings of the welfare scheme Fund.
- iii. iii. He/she shall make sure all welfare activities are duly performed.
- iv. iv. To make sure members are fairly represented at various meetings or events.

- v. Help maintain order at meetings
- vi. Any other duties assigned by NOs, NEC, AGM

b. SECRETARY:

The Secretary shall:-

- I. Attend all meetings and keep proper records of all such meetings including minutes, letters and other documents of the welfare fund.
- II. Be responsible for all correspondence, circulars, and agenda papers of the welfare fund.
- III. Work in consultation with the chairman of the welfare fund.
- IV. Shall be a signatory to the Welfare fund.
- V. Any other duties assigned.

b. Members(2):-

- I. He/she shall assist in the performance of other duties.
- II. One shall act for the *Secretary* in his absence.
- III. Any other duties assigned

c. Trustee :

- I. The trustee shall be a signatory to the welfare account
- II. He/she shall keep proper records and books of account for the committee.
- III. He shall prepare statement of Account, as well as income and expenditure balance.

Clause 2: MEETINGS: -

- a. The committee shall meet twice in a year.
- b. Audited reports shall be presented at Annual General Meetings

Article 6: FINANCE, ACCOUNTS, AUDIT

Clause 1: FINANCE

The finances for the welfare fund shall be;

- a. **20%** From the National Treasury of Ghima (Monthly dues from members.
- b. Proceeds from Welfare fund investment.eg Provident fund,
T.Bills, etc
- c. Donations
- d. Any other source

Clause 2: ACCOUNTS:-

- a. Bank accounts shall be opened with any of the following banks, GCB BankLtd, NIB, ADB Bank Ltd
- b. The following officers shall be signatories to the Association's Account at the Bank.
 - i. The Chairman of the welfare fund
 - ii. The Secretary of the welfare fund
 - iii. The Trustee of the welfare fund

NB: All the signatories shall legally sign before withdraw from Welfare fund.

- c. Funds for welfare activities shall be approved by NEC before withdrawals can be made.
- d. AGM, NEC shall cause bank accounts and books of accounts to be audited.

Clause 3: AUDITING:

An Auditor shall be appointed, as stated in the constitution of Ghima on article viii (b) by the end of each financial year to audit the accounts of the welfare fund and submit a report to the Annual General Meeting (AGM).

Article 7: DISBURSMENT PLAN OF WELFARE FUND

The welfare fund shall be disbursed using the disbursement plan below.

- a. Bereavement - 10%
- b. Retirement - 30%
- c. Resignation - 5%
- d. Insurance - 20%

- e. Investment - 30%
- f. Administration - 5%

Article 8: BENEFITS

- i. The benefits of the welfare fund shall be disbursed as follows;
 - a. Bereavement
 - b. Retirement
 - c. Resignation
- ii. **A member shall qualify for the benefit of the welfare fund if the following conditions are satisfied;**
 - a. He/she must be a member in good standing of the association as stated in article (vi) and (vii) of GHIMA constitution.
 - b. He/ she must have contributed at least six months before the event.

Clause 1: Bereavement

- I. **Death:** Upon the death of a **member**, the association shall donate to the immediate family (Wife, Husband, Children, Sister, Brother, Father or Mother) as stated on the membership form an amount of **GH¢1000.00**
- II. On the death of a member's legal **spouse**, the association shall donate an amount of **GH¢500** to the bereaved member.
- III. On the death of a member's **child**, the association shall donate an amount of GH¢200 to the bereaved member.
- IV. A member who is bereaved shall inform the Chairman/Secretary of welfare fund through the Regional Governor of a branch by writing on the entire funeral arrangements, **invitation cards showing dates and location, Birth and marriage certificate (where applicable) and any document that will be needed for confirmation.**
- V. A delegation from national and regional branches shall attend.

Clause 2: Retirement

- a. If any member(s) of the association is going on retirement, the association shall donate an amount of **GH¢1000** to the member.
- b. A member who is going on retirement shall inform the Chairman/Secretary of the welfare fund through the Regional Governor of a branch, by writing and indicating the date of retirement. He/She shall add a copy of his retirement letter and his payslip for the last three (i.e. one pay slip for each year) with GHIMA deductions on it .

Clause 3: Resignation

- a. A member(s) who is resigning from GHS/MOH and shall not return to the association, an amount **GH¢ 500** shall be given to the member.
- b. A member who is resigning shall inform the welfare Chairman/Secretary through the Regional Governor of a branch by writing indicating the date of resignation,

attached a copy of his resignation letter and possibly a letter from his employer stating that they have accepted his resignation.

Clause 4: Regional Branches shall send a delegation to visit members upon hearing that they are sick and or hospitalized and shall equally inform the Welfare committee.

Clause 5: A national officer, NEC member, Regional Officer, a committee member or any member who is involved in any form of accident leading to incapacitation or death in line of duty for GHIMA, his benefit shall be decide by AGM and or NEC.

- a. **Notwithstanding** the above clauses, a member who has not contributed for a minimum of six (6) months shall **not** receive any of the welfare entitlements.

Article 9: Regional Welfare Bye laws

1. Regional chapters shall establish a regional welfare fund for its members.
2. Their source of finance shall be 10% of the received regional allocation.
3. The Regional Branch shall make their own bye laws

Article 10. AMENDMENTS:

This policy shall be subjected to amendment. It shall be amended as follows:

- i. If any amendment is to be made, a motion shall be tabled by members at Annual General Meeting in line with the procedure and processes in GHIMA constitution.
- ii. The effective date of the amendment shall be the date the general meeting approved of it.

PROMULGATION: -

This Welfare fund shall come into force from

