

ETHIOPIAN TRANSLATORS ASSOCIATION (ETA)

REGIONAL BRANCH OFFICE POLICY

1. Purpose

This **Regional Branch Office Policy** outlines the roles and responsibilities of regional branch offices within the Ethiopian Translators Association (ETA). It defines their governance structure, reporting requirements, procedures for appointing and removing branch managers, and guidelines for managing regional branch finances and operations. This policy ensures consistency and alignment with ETA's central office, fostering effective operations across all regional branches.

2. Governance Structure of Regional Branches

2.1 Regional Branches Overview

ETA operates regional branch offices in each of Ethiopia's 12 regions and 2 city administrations (Addis Ababa and Dire Dawa). These branches are essential in extending ETA's reach and ensuring that services are available to members throughout the country.

2.2 Regional Branch Governance

Each regional branch will have the following governance structure:

- **Regional Branch Manager:** A key position responsible for managing the day-to-day operations of the branch, reporting to the central office, and representing ETA in the region.
- **Branch Staff (if applicable):** The branch may have administrative support and other necessary staff, as determined by the central office and available resources.
- **Regional Advisory Board (optional):** Depending on the region's needs and size, a regional advisory board may be appointed by the central office to provide guidance and ensure alignment with ETA's mission and policies. This board will consist of local members, experts, and stakeholders.

2.3 Role of the Regional Branch Manager

The **Regional Branch Manager** is accountable for overseeing the implementation of ETA policies, programs, and operations in the region. The manager will be responsible for:

- Coordinating with the central office on strategic direction and operational requirements.
- Organizing events, training, and activities that align with ETA's goals and objectives.
- Promoting membership and maintaining relationships with local stakeholders.
- Ensuring that regional activities comply with ETA's financial, operational, and data protection policies.

3. Reporting Requirements to the Central Office

3.1 Monthly Reports

Each regional branch must submit a **monthly report** to the central office. This report should include:

- **Operational Updates:** Details of activities, events, and programs conducted during the month.
- **Membership Data:** Updates on new memberships, renewals, and general membership activity.
- **Financial Report:** Summary of income and expenditure for the month, including regional revenue and expenses.
- **Challenges and Issues:** Any challenges faced by the branch, with proposed solutions or requests for assistance from the central office.

3.2 Quarterly Reports

In addition to the monthly reports, regional branches must submit **quarterly reports** that provide a more detailed assessment of:

- The branch's performance against established goals and key performance indicators (KPIs).
- Membership growth and engagement levels.
- A breakdown of finances, including donations, grants, and other sources of funding.
- Any special regional initiatives or collaborations.

3.3 Annual Report

Each regional branch is required to submit a comprehensive **annual report** at the end of each calendar year. This report should include:

- A **summary of activities** conducted during the year, aligned with ETA's annual objectives.
- **Financial overview** and an audited financial statement (if applicable).
- Evaluation of **regional impact**, including the effectiveness of programs, membership engagement, and regional partnerships.

3.4 Compliance and Timeliness

All reports must be submitted within the specified deadlines. The central office reserves the right to request additional information or clarification regarding any reports. Failure to comply with reporting requirements may result in a review of the branch's operations and funding.

4. Procedures for Appointing and Removing Regional Branch Managers

4.1 Appointment of Regional Branch Managers

The **Regional Branch Manager** will be appointed by the **Executive Committee** of ETA, with recommendations from the central office. The appointment process will include:

1. **Job Posting:** A public announcement or internal call for applicants will be made, outlining the qualifications, responsibilities, and requirements for the position.

2. **Application and Selection Process:** Candidates will be reviewed based on their qualifications, experience, and alignment with ETA's goals.
3. **Interview and Evaluation:** A selection committee from the central office, consisting of senior management, will conduct interviews and assess the suitability of the candidates.
4. **Appointment:** The successful candidate will be appointed for an initial term of one (1) year, subject to renewal based on performance.

4.2 Termination of Regional Branch Managers

A **Regional Branch Manager** can be removed from their position under the following circumstances:

- **Failure to Perform Duties:** If the manager fails to meet the branch's operational and financial goals, or if their conduct does not align with ETA's standards and values.
- **Mismanagement or Breach of Policy:** Any breach of ETA's policies, including financial mismanagement, violation of the code of conduct, or failure to comply with reporting requirements.
- **Resignation or Personal Reasons:** The manager may choose to resign, or if there are personal circumstances preventing effective management, they may request termination.

The removal process involves:

1. **Review by the Executive Committee:** The central office will conduct a formal review, including an investigation into the manager's conduct and performance.
2. **Notice of Termination:** The manager will be informed in writing, and their removal will be communicated to the regional branch.

3. **Appointment of an Interim Manager:** In the case of removal or resignation, an interim manager will be appointed by the central office to ensure continuity in operations while a new manager is selected.

5. Guidelines for Regional Branch Finances and Operations

5.1 Financial Management and Reporting

Regional branches are responsible for managing their finances in accordance with ETA's

Financial Policy. This includes:

- **Managing Membership Fees:** Regional branches will collect and manage membership fees from local members in accordance with ETA's fee structure.
- **Revenue Generation:** Branches are encouraged to raise funds through events, donations, or collaborations that align with ETA's mission. All revenue must be reported to the central office.
- **Expense Management:** Regional branches must ensure that expenditures are aligned with their approved budgets and ETA's financial policies. All expenses must be documented and justified.
- **Auditing and Financial Oversight:** The financial activities of regional branches will be subject to periodic audits, and branches must cooperate with the central office's auditing team to ensure transparency and accountability.

5.2 Operational Guidelines

- **Programs and Activities:** Regional branches should align their programs with ETA's overall objectives and focus on providing value to local members. All planned events, training sessions, and activities must be submitted to the central office for approval.
- **Staff and Volunteers:** Regional branches may recruit staff or volunteers to support local operations. All staff members must be qualified, and the recruitment process must be transparent. Volunteers are expected to abide by ETA's policies and code of conduct.
- **Branch Facilities and Office Space:** Regional branches are responsible for maintaining their office spaces and ensuring a conducive environment for operations. Any significant changes in the office setup must be communicated to the central office for approval.

6. Review and Compliance

6.1 Performance Reviews

Each regional branch will undergo an annual performance review conducted by the central office. The review will assess the branch's effectiveness in achieving ETA's goals, its financial health, and the satisfaction of local members.

6.2 Compliance with ETA Policies

All regional branches must comply with ETA's **Bylaws, Financial Policy, Data Protection and Privacy Policy**, and any other applicable policies. Non-compliance may lead to corrective actions, including the suspension of funding or removal of branch management.

7. Conclusion

This **Regional Branch Office Policy** establishes a structured approach for managing ETA's regional offices and ensuring that they operate in alignment with the central office's mission and objectives. By following these guidelines, regional branches will contribute to ETA's growth and impact across Ethiopia, ensuring better service delivery to members and greater outreach to the translation and localization community.

Approved by:

Ethiopian Translators Association (ETA)