

CHARTERED INSTITUTE OF LEADERSHIP AND GOVERNANCE (CILG)

Ghana Chapter



Introduction:

In a world that is becoming highly competitive, globalized and sophisticated, it is imperative for countries to have leaders and public-sector managers who can not only measure up to the current challenges but also anticipate and prepare for future ones. A leader must have a vision that is common and collective, far-reaching yet contemporary, reflecting the aspirations of every single citizen and the nation as a whole. This, in essence, brought about the establishment of The Chartered Institute of Leadership and Governance.

The Chartered Institute of Leadership and Governance is a professional body established under the law of the State of New Mexico, United States of America, to build and implement Leadership and Governance skills in the administration of duties. CILG is currently in 51 different countries.

CILG is an approach to prepare and equip individuals with ideas and innovations geared towards the proper and effective handling of societal values and problems through the teaching of administrative skills and leadership cues.

Vision:

To be the best reference nationally and internationally in producing committed and sincere leaders in different sectors and spheres of life.

Mission:











To train and certify members through education and instruction in fields relating to Leadership and Governance which will be locally and internationally recognized and trusted.

Objectives:

1. To provide training in the areas of social and political leadership, governance and public policies relevant for public life, government administration, social sector, non-profit organizations, corporate sector, common citizens, etc.
2. To conduct individual or collaborative research relating to leadership, governance studies and other public policies.
3. To organize academic programs (seminars, workshops, colloquia, etc.) and invite distinguished scholars and practitioners for sharing of ideas and perspectives.
4. To serve as an institutional link for collaboration with other such institutions, centers and schools globally.

- To emerge as a think tank and help build bridges between academia and policymakers with a view to increasing their capability to understand and tackle socio-political national and international issues and processes in order to enhance awareness and critical understanding.

NATIONAL EXECUTIVE COUNCIL MEMBERS FOR GHANA CHAPTER

			
Dr. Kwasi Adu-Boahen Opare, FCILG	Prof. Jonathan Fletcher, FCILG	Dr. Timothy Sewornu Letsa, FCILG	Mrs. Nana Adwoa Konadu Dsane, FCILG
			
Lawyer Benjamin Kweku Acolaste, FCILG	Prof. Nana Afia Opoku Asare, FCILG	Prof. Samuel Kofi Afrane, FCILG	Apostle Dr E.O.K Donkor, FCILG
			
Dr. Asare Bediako Adams, FCILG	Mrs. Dina Opare, FCILG		

ORGANISATIONAL COMMITTEES

1. Professional Conduct and Ethics Committee (PCEC)

Function/responsibilities:

In the pursuit of the practice of leadership and governance, it is vital that the members conduct or execute their work in an ethical manner in order to earn and maintain the confidence of team members, colleagues, employees, employers, customers, clients, the public, and the global community at large in all respect.

The purpose of this Committee is to educate present and future CILG Ghana members on their ethical responsibilities, roles and duties as professionals. The Committee shall also be responsible for discipline among members. It shall be the duty of the Committee to ensure that the Institute earns and sustain the trust of the public.

2. Public Relations Committee

This committee shall be responsible for:

Providing technical and professional advice to Management on publicity and public relations issues with respect to the following:

- The media, corporate institutions, employee relations, community relations, governmental relations, client relations, international relations, and any other relevant stakeholder public relations concerns.
- The identification and recommending to management for engaging event management experts/financiers/sponsors when required.

The committee shall also be responsible for developing innovative programmes to motivate members at the regional levels to expand and sustain networking among members. The committee shall also be responsible for advising the Board on social concerns of members.

3 Finance and Projects Administration Committee (FPC),

This committee shall be responsible for:

- Advising the Board and assist management on fund mobilization strategies and investment opportunities

- Ensuring that projects of the Institute are executed within the financial policies defined by the Institute or the Board
- Periodically evaluating the Institute's investment policies, practices and portfolio and making appropriate recommendations to the Board
- Any other function as may be prescribed by the Board or requested by the Secretariat

4 Quality Assurance Committee (QAC),

Functions/Responsibilities:

The Committee shall be responsible for the following:

- Upgrade of the structure of certification and content of examination syllabus and guide
- Periodically revise licensing requirements
- Vet examination questions and marking guides/schemes and results.
- Organize training, seminars and workshops for Facilitators, Examiners, Mentors and Markers
- Develop and manage a databank of vetted examination questions for each level of examination.
- Periodically review and upgrade the continuing professional education and development programmes and processes
- Devise innovative ways by which CPD can be effectively financed and organized
- Devise innovative means of increasing public and corporate participation in the Institute's CPD and consulting skills development programmes
- Develop and commission development of modules and manuals for professional certification of the Institute
- Any other function as may be prescribed by the National Executive Council

5 Welfare Committee

Beneficiary of the welfare scheme will be Staff and Members of the Chartered Institute of Leadership and Governance (CILG).

The committee shall;

- Create a fund through members contributions. The amount of contributions shall be determined by the Management and accepted by the entire membership of the Scheme from time to time.
- Identify the needs of members and provide financial and material support in the areas of Health and Bereavement.
- Organize general activities for the welfare of members of the Scheme.
- Foster unity amongst members of the Scheme.
- Any other function as may be prescribed by the National Executive Council.

CILG Membership Grade and Requirement:

- **Affiliate Member**
The grade of Affiliate is open to anyone who has an interest in leadership and governance but may not be able to, or may not desire to, reach one of our higher grades. It also includes students who have enrolled on the Institute's International Professional Programs. Student leaders in the various tertiary institutions also qualify for this grade. This grade has no post-nominal attached to it. Affiliate members are also put on the youth in leadership program of the institute.
- **Associate (ACILG)**
 - First Degree with 5 years of work experience
 - Second Degree with 3 years of experience
 - Chartered member of a different professional body with 3 years of work experience
- **Full Member (MCILG)**
 - First Degree with 8 years of work experience
 - Second Degree with 5 years of work experience
 - Chartered member of a different professional body with 5 years of work experience
- **Fellow (FCILG)**
 - Second Degree with 15 years of work experience
 - Fellow member of a different professional body with 8 years of work experience
- **Honorary Fellow (HonFCILG):**

- Honorary Fellows are likely to be people who have either led the development of thinking and/or practice in the field of leadership and Governance and / or have made a significant contribution to the development and reputation of the CILG. Honorary Fellows are appointed by the board on advice of council to the purely honorific category

Membership Fee & Annual Subscription:

By definition, annual subscription is almost paid by Members as contribution towards the sustaining and development of the institute. It is a yearly payment. Annual subscription fee for Members is due and payable every January 1st each year.

Membership Fee:

Affiliate Member: \$150.00

Associate Member: \$300.00

Full Member: \$450.00

Fellow Member: \$600.00

Annual Subscription:

Affiliate: \$20.00

Associate Member: \$50.00

Full Member: \$70.00

Fellow Member: \$100.00

Why Join CILG As A Member:

- As a member of CILG, you will gain recognition within the industry which includes the use of our post nominal letters ACILG, MCILG and FCILG based on your membership. You are allowed these post nominals which indicate to the general public and also recruiters that you are a member of a professional body of which you are guided by their code of conduct and for that matter you stand out tall out of the rest.
- You will be added to a global network of professionals from different countries. There is a saying that ‘your network determines your net worth’. When you join CILG you have the exposure by meeting other professional from different forms of professional background and get to relate and share knowledge.
- Discounts for Annual Conferences and other CILG events. As a member, you are always given discounts on seminar fees. This includes both local seminars and international seminars as well as discount on seminars organised by partners of CILG such as Chartered Institute of Management and Leadership.
- A wide range of publications. Your write ups and articles will be exposed to the outside world with our leadership magazine called “The Leadership Mirror” on quarterly bases.

This is another form of exposure to the world, through this your social life will be enhance and recognized globally for your input to development and leadership.

- Eligibility to be elected or appointed to Council and other CILG roles. As a member in good standing, you are also eligible to be elected to any roles by CILG Global including being elected or appointed to join CILG Global Council in the U.S.A.
- Eligibility to be elected for CILG personality of the Month. It's a monthly award given to members who are in one way or the other contributed immensely to the achievement and vision of their institution and also exhibited good leadership skills at work. You will be published globally to the world about your achievement and profile.
- Eligibility to be elected for CILG Ghana chapter annual award (Heroes of Leadership Award). This award is organized yearly where a member is awarded throughout the year in the discharge of his/her duties and for their conduct exhibited at work place and their contribution to growth of their organization in which they work. They are nominated by the council for consideration and given an Honourary Doctorate in Leadership and Governance.

Membership Upgrade

As you progress through your career, acquiring new skills, qualifications and experience, you will become eligible for higher grades of CILG membership. Upgrading membership recognises the additional skills and experience you have acquired and provides employers evidence of your commitment to your career. If you have achieved higher qualification since you joined CILG, you may be eligible to upgrade your membership.

Requirement for Membership Upgrade

From an Affiliate to Associate

An Affiliate Member must meet the requirement for an Associate Membership Grade

From Associate Member to Full Member

An Associate Member must attend 20 Days C.P.D from the day he/she became a member with 60% of the C.P. D's from Chartered Institute of Leadership and Governance.

From Full Member to Fellow

A Full Member must attend 35 Days C.P.D from the day he/she became a member with 60% of the C.P. D's from Chartered Institute of Leadership and Governance.

A Full Member must have atleast one publication in the 35 Days credit to qualify him for the upgrade

Code of Conduct:

To enable members to conduct themselves properly in the performance of their professional duties, the Institute is obliged to provide a Code of Professional Conduct to lay down, both for its members and for the general public, the ethical standards by which its members should abide by. The code will apply to all its members, irrespective of their grade, the professional role they fulfil and the country in which they practice. The code contains, first of all, the specific rules of conduct to which members must adhere to.

The rules cover, in plain language, those basic things that members must do. Where appropriate, there are Guidance Notes to help members interpret and apply the rules. The Guidance Notes do cover the main areas of professional activity in which members are likely to be involved in. An act which seriously breaches one of the Guidance Notes will probably breach the Rule for Professional Conduct to which the Guidance Note applies.

The Code of Professional Conduct:

1. Responsibility and duties

Members shall take personal responsibility for the reasonably foreseeable consequences of any actions or omissions arising from the discharge of their duties.

2. Performance of duties

Members shall, to the best of their ability:

1. Carry out the duties of the office efficiently, effectively and honestly;
2. Carry out the duties of the office in a transparent and accountable manner;
3. Keep accurate records and documents relating to the functions of the office

3. Professionalism

Members shall:

1. Carry out the duties of their office in a manner that maintains public confidence in the integrity of the office;
2. Treat members of the public, staff and others with courtesy and respect;
3. Not discriminate against any person, except as is expressly provided by the law

4. Financial Probity

Members shall:

1. Not use his or her office to unlawfully or wrongfully enrich himself or herself or any other person;
2. Subject to Article 60(2)(a) of the Constitution, which states that, Members shall not accept a personal loan or benefit which may compromise him/her in carrying out his or her duties;
3. Not:

- a. Evade paying taxes
 - b. Neglect his/her financial obligations
5. Moral and ethical requirements
- Members shall observe and maintain the following ethical and moral requirements:
1. Demonstrate honesty in the conduct of his or her public and private affairs;
 2. Not to engage in activities that amount to abuse of office;
 3. Accurately and honestly present information to the public;
 4. Not engage in wrongful conduct in furtherance of personal benefit;
 5. Not misuse public resources;
 6. Not falsify any records
6. Gifts or benefits in kind
- Members shall not:
1. Accept or solicit gifts, hospitality or other benefits from a person who;
 - a. Is under investigation;
 - b. Has a contractual relationship with the Ministry/Organisation;
 - c. Has any interest that is directly or indirectly connected with the his/her duties
 2. Receive a gift which has the potential of compromising his or her integrity, objectivity or impartiality; or
 3. Accept any type of gift expressly prohibited under the Act.
7. Wrongful or unlawful acquisition of property
- Members shall not use the office to wrongfully or unlawfully acquire or influence the acquisition of property.
8. Conflict of interest
- Members shall use the best efforts to avoid being in a situation where his or her personal interests conflict or appear to conflict with his/her official duties.

Contact Details:

Ghana Chapter:

P.O Box UP 1794, KNUST, Kumasi

Ghana, West Africa

Head Office Tel: 0322084045, Country Director: 0248599959, Executive Secretary: 0208372502.

Email: ghana@cilgglobal.org, adams.asare@cilgglobal.org

Website: www.cilgglobal.org, www.cilgghana.org,