

5. Registering Your CBO

Legal bodies suitable for CBOs

Co-operative

- Maximize income of members/ users, provide goods and/ or services at cost to members/ users, and to serve its members primarily
- Organized around mutual interest of members/ users
- Registration at the Department of Co-operatives and Friendly Societies
- Controlled by members/ owners

Provident Society

- Maximize income of members/ users, and provide foods and/ or services at cost to members/ users
- Registration at the Companies Office of Jamaica
- Controlled by members/ patrons

Friendly Society

- Assist members in times of distress or need and offer charitable assistance to selected individuals in need
- Organised around mutual interest of members and benefactors
- Registration at the Department of Co-operatives and Friendly Societies



**Inter-American Institute for
Cooperation on Agriculture**

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Community Based Organisations



Charting the future with everyone in mind.



Setting up your CBO

1. Why set up a CBO
2. Traits of a good CBO
3. Roles and functions of the CBO executive
4. Job Descriptions
5. Registering your CBO

1. Why set up a CBO?

- Facilitate community development
- Enable community participation in community development
- Provide leadership for the community
- Represent the community's interests and lobby on its behalf
- Access and provide information to the community
- Communicate with other communities, local government, state services etc
- Provide support for social interaction

2. Characteristics of a Good CBO

- Concerned about the community's issues
- Has a dream or vision for a better community
- Accountable, responsible and reliable
- Respected and respectful
- Committed and persistent
- Well organised

3. Roles and Functions of the CBO Executive

Structure of the Executive

President	Vice President
TreasurerAssistant	Treasurer
Secretary	Assistant Secretary
Public Relations Office	Asst. PRO

Think About Your Organisation as if it were the human body

Head (Leadership)

- Brain — generates ideas
- Eyes — Observes what's going on in the community
- Ears — Listens and learns
- Mouth — questions, summarises

Body (General Membership)

- Heart — Keeps everything going
- Lung — Brings life to the organisation

Arms (Secretary)

- Hands — Takes minutes, keeps records

Legs (Public Relations Office)

- Feet — Takes information to and from other organizations



4. Job Descriptions

President

- Calls meetings
- Prepares meeting agendas
- Follows up on actions agreed at meetings
- Monitors all CBO activities
- Acts as public representative of the CBO, or delegates tasks

Treasurer

- Receives and keeps records of all money earned and spent
- Makes payments on behalf of the organisation
- Presents monthly financial reports to the executive
- Brings financial problems to the executive for action

Vice President

- Works with the President in all tasks

PRO

- Prepares promotion material about the CBO
- With secretary, maintains membership and mailing list
- Contacts membership

Secretary

- Records and maintains minutes of meetings
- Maintains records of correspondence
- Writes letters for CBO