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Umnga Farmers Training Group Non-Profit Company (NPC) Policy

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1. Introduction

The Umnga Farmers Training Group (UFTG) is a Non-Profit Company (NPC) dedicated to empowering farmers in South Africa through training, resources, and sustainable agricultural practices. This policy outlines the governance, operational, and financial management practices that ensure UFTG operates in compliance with South African laws and adheres to the highest standards of accountability, transparency, and integrity.

2. Purpose

The purpose of this policy is to:

- Establish guidelines for the governance and management of UFTG as an NPC.
- Ensure compliance with the Companies Act 71 of 2008 and other relevant legislation.
- Promote best practices in organizational management and operations.
- Ensure accountability and transparency to stakeholders, including members, donors, beneficiaries, and the public.

3. Scope

This policy applies to all members, directors, employees, and volunteers of UFTG.

4. Governance

4.1 Board of Directors

4.1.1 Composition

The Board of Directors will consist of a minimum of three and a maximum of ten directors, ensuring a diverse representation of skills and experience relevant to UFTG's mission.

4.1.2 Responsibilities

The Board of Directors is responsible for:

- Setting and overseeing the strategic direction of UFTG.
- Ensuring compliance with legal and regulatory requirements.
- Approving budgets and major expenditures.
- Monitoring organizational performance and impact.

- Appointing and evaluating the Executive Director.

4.1.3 Meetings

The Board will meet at least quarterly. Additional meetings may be called as needed. Minutes of all meetings will be recorded and approved by the Board.

4.1.4 Terms of Office

Directors will serve for a term of three years and may be re-elected for subsequent terms. A staggered election process will ensure continuity.

4.2 Executive Director

The Executive Director is appointed by the Board and is responsible for the day-to-day management of UFTG. The Executive Director will implement Board policies, manage staff, and ensure the effective operation of programs and services.

4.3 Committees

The Board may establish committees to assist in fulfilling its responsibilities. Committees will have clear terms of reference and report regularly to the Board.

5. Membership

5.1 Eligibility

Membership in UFTG is open to individuals and organizations that support the mission and objectives of UFTG. Members must apply and be approved by the Board.

5.2 Rights and Responsibilities

Members have the right to attend and vote at the Annual General Meeting (AGM), receive regular updates on UFTG's activities, and participate in programs and events. Members are responsible for upholding the values and objectives of UFTG.

5.3 Annual General Meeting (AGM)

The AGM will be held annually to:

- Elect directors.
- Receive and approve the annual report and audited financial statements.
- Discuss and vote on any other matters of importance to the organization.

6. Financial Management

6.1 Financial Policies

UFTG will maintain comprehensive financial policies that cover budgeting, accounting, auditing, and financial reporting.

6.2 Budgeting

An annual budget will be prepared by the Executive Director in consultation with department heads and approved by the Board. The budget will reflect the strategic priorities and operational needs of UFTG.

6.3 Financial Reporting

Monthly financial reports will be prepared by the finance department and reviewed by the Executive Director and the Board. Annual financial statements will be audited by an independent auditor and presented at the AGM.

6.4 Internal Controls

UFTG will implement internal controls to safeguard assets, ensure accurate financial reporting, and prevent fraud. These controls include segregation of duties, regular reconciliations, and approval procedures for expenditures.

7. Fundraising and Donations

7.1 Fundraising Ethics

UFTG will conduct all fundraising activities with integrity and transparency. Donors will be treated with respect, and their privacy will be protected.

7.2 Use of Funds

All funds raised will be used in accordance with donor intentions and UFTG's mission. Detailed records of all donations and expenditures will be maintained.

7.3 Donor Acknowledgment

UFTG will acknowledge all donations promptly and provide regular updates on the impact of contributions.

8. Program Management

8.1 Program Planning

Programs will be planned and implemented in alignment with UFTG's strategic objectives. Regular needs assessments and evaluations will be conducted to ensure programs are relevant and effective.

8.2 Monitoring and Evaluation

UFTG will monitor and evaluate all programs to measure impact, identify areas for improvement, and ensure accountability to stakeholders. Evaluation findings will be used to inform future planning.

9. Human Resources

9.1 Recruitment and Hiring

UFTG will follow fair and transparent recruitment practices to attract and retain qualified staff. Job descriptions, qualifications, and selection criteria will be clearly defined.

9.2 Employee Development

UFTG is committed to the professional development of its staff. Training and development opportunities will be provided to enhance skills and performance.

9.3 Workplace Policies

UFTG will maintain policies that promote a safe, inclusive, and respectful work environment. These include policies on non-discrimination, harassment, health and safety, and grievance procedures.

10. Compliance and Legal Matters

10.1 Legal Compliance

UFTG will comply with all applicable laws and regulations, including those related to non-profit organizations, labour, and taxation.

10.2 Risk Management

UFTG will identify and manage risks to the organization's operations, reputation, and financial stability. A risk management plan will be reviewed regularly by the Board.

10.3 Insurance

Appropriate insurance coverage will be maintained to protect UFTG against potential liabilities.

11. Communication and Reporting

11.1 Stakeholder Communication

UFTG will maintain open and transparent communication with stakeholders, including members, donors, beneficiaries, and the public. Regular updates on activities, achievements, and financial performance will be provided.

11.2 Annual Report

An annual report will be published and distributed to stakeholders. The report will include information on UFTG's activities, impact, financial performance, and future plans.

12. Policy Review

This policy will be reviewed annually by the Board of Directors to ensure it remains relevant and effective. Revisions will be made as necessary to reflect changes in laws, regulations, or organizational practices.

13. Contact Information

For any questions or further information about this policy, please contact:

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- **Address:** 3 Boerneef Street, Langenhoven Park, Bloemfontein, 9301

This comprehensive policy ensures that UFTG operates effectively as a Non-Profit Company, adhering to best practices in governance, financial management, program implementation, and stakeholder engagement. Approval details of the policy

Approved by	Board of Umnga Farmers Training Group NPC
Date of Approval	24 June 2024
Implementation Date	1 July 2024
Review Date	1 July 2026
Signature: Name: Johann Stassen Position: Executive Director	