



## VOLUNTEER REPORT FORMAT

### 1.1 Assignment information

- a) Volunteer Name: Bill Nichols
- b) Host Organization: Amach Farmers Marketing Center
- c) Assignment: Organizational Development (Cooperative Development, Leadership and Management training)
- d) Dates of Assignment: August 29 – September 16, 2014
- e) Number of days worked: 15

### 1.2.1 Objective 1 in your SOW

There is only one objective listed in the SOW: To build the capacities of the farmer group leaders, cooperative management and board members to steer and participate in their cooperative society to enable it to meet its purpose of serving the members according to its mandate.

- a) Progress with the objective

I provided training to 171 farmers/association members and to 17 AMFC leaders (group officers and Executive Board (EB) members.) I trained three groups of farmers on Business Communication skills. Each group received one afternoon of training. Topics were business promotion, sales presentation, and negotiation techniques.

Leadership training to the AFMC leaders covered five broad topics over two days: Organizing for greater effectiveness, how to conduct a meeting, business planning, communication, and conflict resolution.

- b) Expected impacts/results

The farmers who attended the Business Communication seemed very hungry for knowledge. I designed the lessons so that rural farmers unsophisticated in business could easily apply the key lessons learned. I suspect that as a result they will be able to better promote their products, deal with their customers, and negotiate better prices. At least I hope so.

The AFMC leaders at the training were openly receptive to the topics covered. Among other lessons learned they will be able to conduct more effective meetings now and will be better adapted to resolving conflicts within the organization. One problem however was the lack of consistent attendance by the EB members.

On day one only 3 of the 9 board members attended. On day two 1 of 9 attended. The secretary and treasurer - - two key positions - - did not attend either day. The Chairperson attended one day. A majority of the board should have attended both training days. The lack of commitment by the EB will reduce the likelihood of the lessons being implemented throughout the organization.



Individual clubs that were represented by their leaders will be able to implement the lessons learned.

- c) Recommendations<sup>1</sup>
  - a. Create a position of tech communicator in each group
  - b. On the Executive Board establish staggered terms with a two term limit
    - i. Change the bylaws to reflect this
  - c. Institute an annual membership fee (Currently AFMC has only a joining fee.)
  - d. Change bylaws to allow removal of unproductive member(s)
  - e. Review and refine Mission statement
  - f. Identify the major goals for the coming year
  - g. Create a business plan using the above mission statement and list of major goals

### 1.3 Number of people Assisted

- a) Through formal training - 188
- b) Through direct technical assistance (Do not double count) - 0
- c) Out of these above, number of host staffs - 4
- d) Total number of women - 85
- e) Training/assistance by field

Topic/field	Total	Males	Females
Leadership training	17	13	4
Business Communication	171	90	81
<b>Total</b>	<b>188</b>	<b>103</b>	<b>85</b>

### 1.4 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How?

The farmers who attended the Business Communications training were nearly evenly split between male and female. The females were active in class and contributed to the discussions.

Leadership training for the EB involved 4 women out of 17 attendees. With the exception of the Chairperson (female), the women were relatively reticent to speak up during the training.

- b) How might CRS or the host organization improve opportunities for the women in this host or host community?

---

<sup>1</sup> **Note:** The most useful recommendations for hosts are ones that they can implement themselves with minimal expense. For example, a cooperative might change its financial reporting procedures or hold more regular meetings of its board. Broad recommendations on tax or credit reform, changes in government policy, or investment in large-scale equipment, are usually not within the host organization's reach.



AFMC should encourage the women on the EB to become more involved...perhaps to lead special assignments or task forces. The female Chairperson spoke up well during training but seemed overshadowed by the male Secretary during other discussions. The Chairperson (and other females) would benefit from assertiveness training - - as long as such training would not offend cultural norms.

1.6 Value of volunteer contribution in \$ 1,430

- a. Hours volunteer spent preparing for assignment – 24 hours
- b. Estimated value of all material contributions volunteer contributed to host during assignment – \$20

1.7 Value of hosts' contribution in \$ (Please consult the host as well)

- a) Meals - 0
- b) Transportation - 0
- c) Lodging - 0
- d) Translation – \$ 5 Per day for five training days ( \$ 25)
- e) Other (Specify) – unknown amount for their own local travel by motorcycle and for airtime to contact AFMC members. Training venues: church, school, community center, AFMC office

1.9 Host Profile Data:

Did you obtain any data that supplements or corrects the data in the existing host information as detailed in the SOW? Please list it.

The data in the SOW is accurate. Worth noting is that the Executive Board does not seem to be able to mobilize themselves. There are some holdovers from the previous board and some newly elected board members. They don't seem to be on the same page regarding management of the organization.