



**oro**

**ONGOZWA**

**REKEBIKA**

**ANGAZA**

# ONGOZWA REKEBIKA ANGAZA HANDBOOK

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Prepared for

ORA CLUBS, ASPIRE AND INSPIRE COMMUNITY

[ONGOZWA, REKEBIKA, ANGAZA]

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## DEFINITION

Ora is a service club that brings together young innovative youths ages 18 to 30 who are dedicated to finding innovative solutions to the world's most pressing challenges while developing leadership skills and making friends from around the globe. Ora clubs decide how to organize and run their own clubs, manage their funds, plan and carry out activities and service projects that are important to their communities. The Inspire community that sponsors Ora clubs, offers guidance and support and works with Orators as partners in service.

## STARTING AN ORA CLUB

### TAKE ACTION

When you start an Ora club, you connect a group of committed, enterprising young people who can turn their ideas into action. A successful Ora club depends on a dedicated Sponsor(s). Ora members work alongside the Inspire community to improve lives locally. The Inspire community connects Ora clubs with new opportunities, partner with them on local and global service projects, and mentor members to become club and community leaders.

### IN YOUR INSPIRE CLUB

Make Ora the topic at your next club meeting. Consider the many ways an Ora club could benefit your community and club. Discuss what kind of Ora club your community needs (Community or School Based). Team up with club members who want to support young leaders in your area.

### IN YOUR COMMUNITY

If you are a young person looking for an Ora club, check with your university or contact Ora International via (a) email at [orainternationalke@gmail.com](mailto:orainternationalke@gmail.com) to see if your area has one. If your university or community does not have an Ora club, organize a group of dedicated young leaders and contact a local Ora Sponsor. If your Ora club is based in a school, university, or college, any eligible student regardless of age may join, as allowed by the school's policies. Community Based clubs are open to community members between 18 to 30 years. Whether your club is based in a school or in your community, meetings can take place in person, online, or a combination of both. This makes Ora a flexible option for rural communities, traveling professionals, and university students who are studying abroad or seeking a degree online.

### FIND MEMBERS

When you have decided whether to base your club at your school or in your community, you can begin looking for prospective members. Invite students, young professionals, and service minded young people, including those from diverse backgrounds to learn more about Ora. Use your professional and community networks to promote the club to employees or interns at local businesses, members of community centers, and youth groups at places of worship.

## ESTABLISH A BASE

Each Ora club is based either at a school or in a community. A school-based club draws its members from one school, university, or college, while a community-based club draws members from all over the community. School based clubs should work with school officials or a faculty adviser to find students who might be interested in joining an Ora club. For a community-based club, hang posters in public areas where young people get together to study, play sports, or connect with peers. Give promotional materials to community partners and promote Ora through social media. Meet with potential members to answer their questions and confirm their interest in starting an Ora club. This is a good time to decide when, where, and how (online, in person, a combination of both) the new club will meet.

## ELECT OFFICERS

Each Ora club has a President, Vice President, secretary, treasurer, and board of directors. Clubs can create additional officer posts and define their roles in the club's bylaws. Learn more about officers' roles in this handbook and find information on officer elections in the Standard Ora Club Constitution and Recommended Club Bylaws.

## MAKE IT OFFICIAL

Below is how to charter your Ora club.

1. Complete the Ora Club Certification Form, adopt the Standard Ora Club Constitution, customize the Recommended Club Bylaws as needed, and obtain the required signatures from the Country Office.
2. Scan your completed form and send it to the headquarters. You can also fax or mail a copy of the original form to the International Office via [orainternationaleke@gmail.com](mailto:orainternationaleke@gmail.com).
3. Pay the Kshs 2000 Club Registration Fee by check or wire transfer, or by contacting your financial representative. Submit proof of payment, along with your completed form, by email, fax, or mail to the Country Office. You will receive your certificate of organization four to six weeks after the head office receives your completed form and proof of payment. Ora will email it to the club president to sign and present to the club members.

## CELEBRATE

When the certificate arrives, it's time to celebrate your new Ora club. In addition to recognizing the partnership between the Ora club and the head office, this event can also strengthen the connection between Ora club members. Invite other Ora members, Aspire members, alumni, family members, school administrators and teachers, community partners, and Inspire members. There's no standard ceremony for chartering an Ora club, inducting members, or recognizing officers. You decide how to celebrate these events in a way that will be meaningful to your club and community. You can honor Ora traditions, with help from the head office, or establish your own traditions. Present new club members with an identification card or special recognition of their commitment, such as member pins or certificates available from the head office. And don't forget to share photos and stories on social media.





### CONNECT WITH INSPIRE

Let the head office know that your club is active by reporting club and membership information. Ora club Presidents are required to update this information whenever it changes and confirm it in Ora's records by 31st August each year via email: [orainternationalke@gmail.com](mailto:orainternationalke@gmail.com). If your club has an adviser, you also need to report their name and contact information each year. Keeping the head office updated about your club ensures that your contact information is listed correctly in the nationwide Directory. Your club will also receive the latest news about Ora and the Ora Preconvention and have access to Ora's online tools and resources. Clubs that do not report their club information for one year will be terminated.

### AFTER ASPIRE

Ora offers Aspire alumni the perfect way to build on the good you did in your community through an Aspire Club. If your university or community does not have an Ora club, work with the head office to organize one for Aspire alumni and other young people who are interested in taking action to improve lives.

## HEAD OFFICE AND ADVISORS

### HEAD OFFICE

Now that the club is official, Orators can decide how to meet, organize service projects and activities, and manage their own finances. But the partnership between Ora and the head office is still important for both clubs to grow and thrive. Hold joint meetings for planning, assign Inspire members as mentors, and find an enthusiastic adviser who can effectively connect Inspire and Ora.

### ORA ADVISORS

Ora advisors serve as mentors and club contacts for Ora clubs. They support the day-to-day operations of Ora clubs, function as the primary club liaison to the head office, and connect Orators with service and leadership opportunities and Ora resources. Advisors can be members in the Inspire community, school administrators or faculty, parents, or community volunteers. Former Ora Club members also make excellent advisors. Although only one adviser can be reported to Ora for each Ora club, Orators benefit from having several advisors (club patrons) who can help mentor and support their club. University-based Ora clubs must have a faculty adviser who ensures that clubs carry out activities with the university's full cooperation.

### HOW THE HEAD OFFICE AND ADVISORS CAN SUPPORT ORA CLUBS

Although Ora activities vary depending on local custom, the support that the head office and advisers offer is nationwide. Here are some ways you can help your Ora club succeed.

### FACILITATE FOR ADVISORS

1. Attend meetings, including Ora board meetings, and act as a liaison between the head office and Orators.
2. Provide guidance during officer elections.
3. Help maintain accurate club records and manage club funds.
4. Ensure that the club's president provides updated club and member information to the head office every year.
5. Help coordinate the Ora club calendar of events with the head office or university schedule.

## MENTOR AND MOTIVATE

1. Create mentorship and professional development opportunities that match the inspire community with Orators based on interests, career paths, or expertise.
2. Offer advice and expertise during project planning and implementation.
3. Involve Ora members in Inspire Community meetings and events in meaningful ways that motivate them to want to join the Inspire Community in the future.
4. Encourage them to build strong, flexible, and innovative clubs that support Ora's strategic plan.

## PROMOTE ORA

1. Recognize Orators' accomplishments by liaising with the head office.
2. Encourage clubs to earn the Inspire Citation for Ora Clubs and to nominate their service projects to receive an Ora Outstanding Project Award.
3. Commemorate Ora Week each February with a joint project or activity.
4. Share how Ora makes a difference in your community during Youth Service Month in May.
5. Promote Ora in the community and help clubs develop promotional materials using the customizable templates available in the Brand Center.

## STRENGTHEN INSPIRE CONNECTIONS

1. Encourage Orators to serve as mentors for Aspire club members or volunteers at Ora events.
2. Design a New Generations Service Exchange that gives Orators the chance to combine their professional goals with a humanitarian project.
3. Encourage Orators to apply for a scholarship.
4. Invite Orators to join the Inspire Community while continuing as members of their own Ora club.

## LEARN TOGETHER

1. Invite Inspire community members to your club meetings and attend Ora training events.
2. For sponsor(s), pay for and strongly encourage Ora club officers, directors, and committee chairs to attend training events to share ideas and network with Ora and Inspire community leaders.
3. Talk with the head office leaders to learn what strategies they use to promote Ora, train emerging leaders, and help clubs grow.
4. Attend the annual Ora Preconvention to exchange ideas, learn from engaging speakers, and enhance the connection between Ora and Inspire across the country.

## PARTNER TO SERVE

1. Volunteer at Ora club service projects and invite Orators to join the head office's projects and fundraisers.
2. Develop joint service projects that build on each club's strengths and give Orators the chance to take the lead.
3. Help Ora clubs develop sustainable service activities that align with Ora's areas of focus.
4. Guide members in developing strategies to meet their financial, logistical, and equipment needs for projects and activities.

## BUILDING A SUCCESSFUL CLUB

A strong foundation will help your club grow and thrive. Transparent constitutional documents, clear leadership roles, organized club meetings, and a robust member engagement strategy will ensure your club's success for years to come.

### CONSTITUTION AND BY LAWS

All Ora clubs must have a club constitution and bylaws. These documents provide structure and help clubs govern themselves according to Ora's Countrywide policies and procedures. All Ora clubs automatically adopt the Standard Ora Club Constitution, and changes can be made only by the Ora's Head Office Board of Directors. Club bylaws supplement the Standard Ora Club Constitution and set common club practices. You are welcome to adopt the Recommended Ora Club Bylaws, or create your own, as long as they do not conflict with the Standard Ora Club Constitution and the Ora Code of Policies.

### LEADERSHIP ROLES AND RESPONSIBILITIES

A team of strong leaders can help your Ora club find and retain members, raise funds, and carry out successful projects. The club's board of directors should be familiar with the Ora constitutional documents. In addition, incoming Ora club officers must participate in leadership training offered by the head office.

### BOARD OF DIRECTORS

The board of directors serves as the governing body of an Ora club and includes the president, immediate past president, vice president, secretary, treasurer, and any additional officers your club decides are needed. Officers' duties and additional roles should be defined in your club bylaws. Faculty advisers should regularly attend board meetings to provide guidance. Other Inspire community members may also attend these meetings as observers. The board should meet regularly and report any action taken at the next club meeting.

During its meetings, the board reviews and approves the club's plans and service projects, ensures the club's financial solvency, and delegates responsibilities. At the end of the Ora year, the board prepares a final report that describes the major actions taken over the preceding 12 months. A copy of the report should be sent to the head office. The head office is required to offer training for all incoming Ora officers, directors, and committee chairs. We encourage your sponsor(s) to budget to help leaders attend all necessary training meetings. Sometimes Ora club leaders participate alongside Inspire community members at the head office training events, or the head office organizes a separate training event just for Ora club leaders. Find information about training events and conferences in the Meetings and Ora Events chapter.

## PRESIDENT

The president's primary role is to lead the club and preside at all meetings of the club and board of directors. The president also motivates, inspires, and coaches club committees to ensure that the club's professional and leadership development activities and service projects are successful.

### RESPONSIBILITIES

1. Conduct club meetings with detailed agendas that allow enough time for reports from officers, committee members and committee heads.
2. Chair meetings of the board of directors.
3. Appoint all standing and special committees, with board approval, and serve as an ex officio member of all committees.
4. Appoint committee heads based on individuals' experience, and seek their opinions about committee membership.
5. Delegate responsibilities to help members develop their skills for future club leadership roles.
6. Encourage club members to get involved in projects that build on their skills and interests.
7. Ensure that club activities and service projects are successfully promoted and executed.
8. Support a membership strategy that encourages diversity.
9. Communicate and collaborate with the Inspire community members, and the head office. In university based clubs, the president should also consult with the faculty adviser.
10. Update club and membership data every year by 31st August by sending records to [orainternationalke@gmail.com](mailto:orainternationalke@gmail.com).

## VICE PRESIDENT

The Vice President's primary role is to support the president. The vice president also serves as the incoming president.

### RESPONSIBILITIES

1. Preside over meetings in the president's absence.
2. Serve on the board of directors and as an ex-officio member of all committees.
3. Handle special assignments as directed by the president.
4. Stay current on club goals and activities.
5. Succeed to the office of president if a vacancy occurs.

## SECRETARY

The secretary's primary responsibility is to help the club function efficiently. The secretary should be well organized and have good communication skills.

### RESPONSIBILITIES

1. Maintain all club records, including membership, committee appointments, attendance, dues payments, and important club documents such as the club's certificate of organization, budgets, and reports.

2. Notify the head office of members who are interested in joining an Inspire community, either as a current Orator or after leaving Ora.
3. Provide club and member information to the president for required annual updates to the head office
4. Take minutes (a clear, concise written record of meeting discussion and actions) at all club meetings.

## TREASURER

The treasurer oversees all funds and maintains accurate financial records, ensures transparency in financial operations, and responds to inquiries from club members and the sponsor(s). The treasurer should be a responsible, detail oriented person.

## RESPONSIBILITIES

1. Chair the treasury.
  2. Collect membership dues.
  3. Manage all money collected from dues and all proceeds from fundraising projects.
  4. Pay all club bills and reimbursements for club expenses.
  5. Prepare and administer the budget.
  6. Prepare monthly reports that accurately detail the club's finances and expenses.
  7. Ensure that the club complies with all government financial reporting requirements.
  8. Prepare and distribute an end-of-year report to club members and the incoming treasurer.
- Treasurers' reports become part of the club's permanent record.

## IMMEDIATE PAST PRESIDENT

Your club's immediate past president can provide useful opinions and perspective in planning club activities. He or she can assist with special projects and provide support for board and club members.

## CLUB COMMITTEES

Club committees help your club carry out its activities and projects. The club president, with the approval of the board, appoints standing committees as necessary. Your club's bylaws should clearly define the responsibilities for all committees. A committee may divide into sub committees to accomplish all of its tasks. All committee activities and expenses are subject to the board's approval, so committees should share their plans with the club's president. Club Committees should meet regularly to discuss plans and activities.

## CLUB MEETINGS

Ora clubs can decide where, when, and how to meet, including in person, online, or a combination. You should meet with your sponsor(S) at least once a year, but together you can decide how often to meet. Consider appointing a meeting chair to organize the program for each meeting or nominate a different member each time to serve as the meeting's organizer and facilitator. Involving your members in

planning ensures that club meetings are interesting and relevant to everyone. The sponsor(S) can be a good source for program ideas. Invite experts from the community or university, business leaders, or international guests to speak at your meetings. Consider taking a trip to local businesses, community organizations, or cultural sites. Use a meeting to update members about club projects or new Ora initiatives.

## AGENDA

Following an agenda is the best way to ensure effective use of everyone's time. Your meeting agenda might include:

1. Time for socializing before the meeting.
2. Introduction of guests and new club members.
3. Announcements and reminders.
4. Board member committee reports.
5. Program presentation.
6. Closing remarks
7. Adjournment

## MEMBER ENGAGEMENT AND RETENTION

### FINDING MEMBERS

A membership strategy or plan can help your club set reasonable goals for finding and keeping club members. You can find ideas in Strengthening Your Membership (Creating Your Membership Plan). The top two reasons people join Ora are to meet new people and to get involved in their communities. Many of your peers are likely seeking the same things. Invite them to help with a service project, attend a networking night, or participate in a club gathering so they can experience Ora for themselves. Consider these potential individuals for membership:

1. Friends
2. Relatives
3. Classmates or colleagues
4. Aspire members, Ora participants, and Youth Exchange students

Here are just a few ways you can promote your club and its service projects:

1. Use social media to share your club's meeting, event, and project updates.
2. Arrange to display photos or show videos of your club's activities at community events. Give potential members promotional cards and brochures so they can contact you.
3. Market your club as a professional development and leadership organization where members can accomplish their goals and develop new skills.
4. Publicize your club's activities in the university newspaper or other local media.
5. Arrange for Ora displays at local libraries, coffee shops, community centers, and other places where young adults gather.

## MAKE IT EASY TO FIND YOUR CLUB

### ENERGIZING NEW MEMBERS

Understand your members' motivations for joining Ora. Do they want to make the world a better place, develop their leadership skills, and expand their circle of friends? Connect members with activities and opportunities that help them achieve their personal goals while making the club stronger. Some other ideas:

1. Welcome and celebrate new members with a special meeting or event.
2. Develop an orientation program that engages new members and acclimates them to your club and the Ora family.
3. Ask experienced Orators to mentor new members and make them feel welcome.
4. Follow up with new members who miss a meeting.
5. Encourage new members to invite their friends and family members to participate in club activities and service projects.

### ENGAGING CURRENT MEMBERS

Retaining club members is just as important as recruiting new ones. Work hard to deliver an experience that will keep members excited about Ora. Successful strategies include:

1. Recognizing members for their achievements.
2. Involving members in club projects and activities.
3. Encouraging Orators to get involved with Aspire, Ora Youth Exchange, Ora programs, and other Ora opportunities in your area.
4. Advocating for members to take leadership roles
5. Sending monthly email updates
6. Regularly asking for member's opinions about club meetings, activities, and programs.



## INNOVATIVE AND SUSTAINABLE SERVICE

Ora clubs should complete at least two service projects each year, one that meets your local community's needs and one that helps the countrywide community. These projects are a great way for Ora clubs to get involved in their own community, connect with young adults across the country, and attract new members.

### PLANNING SERVICE PROJECTS

Make a lasting impact by choosing service activities that work in collaboration with community members and the recipients of service. Conduct a community assessment to determine how your club's expertise and resources can best support the local or countrywide community. Community Assessment Tools can help your Ora club work with the community to select a service project that is successful, sustainable, and relevant.

To target service efforts, Ora has identified six areas of focus where we can contribute to lasting change:

1. Peace and conflict prevention or resolution
2. Disease prevention and treatment
3. Water and sanitation
4. Maternal and child health
5. Basic education and literacy
6. Economic community development

Include these elements of a successful service project in your planning and implementation:

1. Conduct a community assessment.
2. Align a project with Ora's areas of focus.
3. Don't be afraid to ask for help with project design, planning, and implementation. Your sponsor(s), Ora Member Action Groups, or head office leaders, can offer advice.
4. Identify potential partners both within and outside of the Ora family. For Countrywide projects, use the countrywide Ora Directory, social media, and Ora events like the preconvention to find countrywide Ora club service partners.
5. Secure funding and set up a dedicated fund for your project.
6. Make sure your project creates lasting change that the community can continue to support after your club's involvement ends. Learn the six steps for a sustainable project. Establish measurement and evaluation benchmarks. Include evaluation findings when developing future projects.
7. Celebrate your success. Share your project photos and results on social media, and with local media outlets.

## PROJECT LIFECYCLE RESOURCES

Ora's Project Lifecycle Kit helps clubs develop successful service projects, from start to finish. Use these tools to plan, support, and promote all your Ora projects.

1. Ora's discussion groups connect you with other Orators and Inspire community members to find project partners and exchange ideas.
2. Club advisor(s) can help you find volunteers, donations, or funds to support your projects. Your Ora club's president can post on behalf of your club.

## FUNDRAISING

Fundraising helps pay for club service projects and other activities. Examples of successful Ora fundraisers include dinners, festivals, raffles, sporting events, races, and benefit performances. When organizing a fundraiser, consider these suggestions:

1. Be creative. A unique event will attract the attention of potential club members, donors, and the media.
2. Try to have an accurate idea of the financial support you need so you can set realistic fundraising goals.
3. When asking for money from individuals, businesses, or organizations, make sure they understand how their donations will be used and recognize them for their contribution.
4. Take advantage of your members' skills, talents, and contacts. Nominate a confident public speaker to emcee your next fundraiser, and ask your members to activate their networks to support your initiatives.
5. Invite the local media to attend (see public relations tips in the next section).
6. Ask your sponsor(s) or other Ora clubs for tips and best practices (learn from their experience and success stories).
7. Involve your sponsor(s) in implementing and funding your project as partners in service.

## PROMOTION AND PUBLIC RELATIONS

Your club and its projects will receive more support if the community knows about them. Having a good image in the community can also help your club recruit members and contribute to a positive impression of Ora. Make sure your good works receive the attention they deserve by:

1. Taking high quality photos and video at club events, projects, and fundraisers and publicizing club activities on social media channels.
2. Creating unique and colorful promotional materials and banners, like the ones in Ora's Brand Center or from Ora's licensed vendor.
3. Briefing club members on important talking points about upcoming or recently completed projects so they can act as promotional ambassadors at school, work, and in the community
4. Creating a promotion plan for all upcoming projects so your team can get started early

## NATIONWIDE SUPPORT

Sponsor(s) play the primary role in guiding and mentoring Ora clubs, but the head office also supports Ora. Sponsor(s) are strongly encouraged to invite and develop a budget for Orators to attend head office events, service projects, and training sessions.

### NATIONWIDE ROLES

Ora program policies are strengthened and improved by Ora's head office Board of Directors.

### ORA HEAD OFFICE BOARD OF DIRECTORS

Ora's Board of Directors sets policies for Ora, including those related to Ora Clubs. The Inspire community elects the members of the board every year at the Ora International Convention, with each director serving for two years. Only the Board can amend the Standard Ora Club Constitution and is headed by a President. Suffice to say, the founder of Ora together with the founding directors remain the major advisors to Ora for as long as they live and the founder is entitled to appoint a successor for the same role.

### ASPIRE, ORA AND INSPIRE COMMITTEE

This committee, appointed by Ora's President advises the Board on Ora programs. It reviews policies for promoting and strengthening co-operation, mentoring, and reverse mentoring between the Inspire community and Orators, as well as policies for advancing Ora's goals of leadership, professional development, and service. Under the direction of the President, the committee plans and develops program content for the Ora Preconvention.

## MEETINGS AND ORA EVENTS

When Orators attend countrywide events, they network with other Inspire and Ora members, develop their leadership and professional skills, and have fun. Work with your sponsors to bring Orators and Inspire members together at training events and conferences, where they can exchange ideas with other service-minded leaders.

### HEAD OFFICE EVENTS

#### ORA CLUB OFFICERS TRAINING

One of the Ora committee's most important tasks is to provide training for Ora club officers, Ora club committee heads, Inspire Community advisers, and faculty advisers. Schedule the training at least one month before the leaders take office so they have time to familiarize themselves with their new roles. We also encourage sponsor(s) to develop a budget to help Ora club officers attend necessary training.

#### ORA PRECONVENTION

Strengthen your Ora club, learn about outstanding Ora service projects, and build lasting friendships at our annual Ora Preconvention. Join Ora leaders from around the country to share ideas in workshops, learn how to enhance your leadership and service, and make lifelong friendships as you explore an exciting new destination each year. The Ora Preconvention is open to all Orators and Inspire members interested in Ora.

#### ORA CONVENTION

The annual Ora Convention draws Inspire members from around the country to discover new ideas, exchange best practices, and build stronger clubs. Orators are invited to stay after the preconvention to see the full scope of Inspire's Countrywide service, through forums, workshops, project exhibitions, and general sessions.

### NATIONWIDE CELEBRATIONS

#### ORA WEEK

During the Ora Week, Orators and Inspire community members across the country commemorate the chartering of the first Ora club. The celebration, which takes place during the week that includes 26th June (from Monday through Sunday), is an ideal time for Ora clubs and their sponsors to carry out joint activities and promote Ora clubs' contributions to their communities. Orators can decide the best way for their club to celebrate (completing one, two, or an entire week's worth of activities). After the club



has completed its Ora Week events, the sponsor(s) can present the Ora club with a certificate of recognition, requested from the head office.

#### YOUTH SERVICE MONTH

Every May we celebrates the contributions of Ora's programs for young leaders and the efforts of Inspire members to engage young people through service. Plan a celebration, organize a countrywide service project, or tell your favorite youth service success story.

#### ORA'S NATIONWIDE COMMUNITY

One of the best things about Ora is that it connects young leaders with Inspire community's countrywide family, giving them the chance to expand their professional networks and foster countrywide understanding.

Ora is just one of the ways that Inspire invests in young leaders. Explore the full range of Inspire programs and opportunities and learn how you can take action to create lasting change through Inspire.

### Inspire Fellowships

Bring people together who share a common recreational interest or hobby (You'll find everything from soccer and marathon running to social networking and the environment).

### Ora Action Groups

Are organized by Inspire Community members and Orators who are experts in a particular field, such as water and sanitation or HIV/AIDS. You can share your expertise and make a difference in projects beyond your club or province.

### Aspire

Is a service club for young people ages 13 to 17 who want to connect with other young people and have fun while serving their communities and learning about the country. Include nearby Aspire clubs in your service projects and events or mentor Aspire club members and help them prepare for university.

### Ora Youth Leadership Forums

Better known as Oyleafs, are leadership experiences developed by clubs for young people ages 13 to 30. Each Oyleaf has a particular focus (building confidence, developing skills, providing professional development, or encouraging personal growth) and all of them give young people an opportunity to develop leadership skills and make new friends. Orators can attend, lead, or even organize Oyleaf events.

### Ora Youth Exchange

Activates the countrywide community of Ora (Clubs, host families, and schools) to give students the chance to discover a new culture, learn a different language, and become ambassadors for peace around the country. Encourage young people in your community to participate in this Ora program and provide peer mentorship to students on exchange.

### Kizazi Kipya Service Exchange

Offers a customized and intensive countrywide experience with a humanitarian or vocational focus for participants ages 18 to 30. Orators can design their own Kizazi Kipya Service Exchange, use their networks to expand exchange programs, and invite visiting participants to join their service projects.



### Inspire Community Membership

This is the perfect way for Orators to continue their involvement in Inspire and put their leadership skills into action through service. Orators can join the Inspire community while remaining members of their Ora clubs. To appeal to young professionals, Ora may want to create flexible membership types and unique club experiences, such as relaxed attendance requirements or reduced fees.

### Ora Treeple Campaign

This is an environmental conservation campaign whose main aim to plant as many trees as possible in arid and semi-arid areas in Kenya.

### Namatter

This is a mental awareness campaign targeting Kenyan youth in elementary schools and institutions of higher learning.

## SAFETY AND RISK MANAGEMENT

As you plan activities and events, it's important to make sure you're taking the necessary steps to ensure the safety of all participants and upholding Ora's commitment to high ethical standards and code of conduct. All volunteers should understand their responsibilities and role in creating a positive, inclusive experience for each other and the community.

### LIABILITY AND RISK MANAGEMENT

Inspire communities and Sponsors that invite members or Ora clubs to participate in their activities and events should have sufficient trip, accident, and liability insurance to protect the Ora club any possible legal or moral obligation and liability. Risk management involves identifying situations and factors that may harm people and property, and finding solutions to minimize or avoid risk. Before any Ora club activity, evaluate potential risks and develop coordinated plans to address them. University based clubs should coordinate any risk management plan with university administration. The sponsor(s) should assess Ora-related liability issues and obtain appropriate insurance. It's advisable to seek the advice of legal and insurance counsel about liability protection.

### CONDUCT FOR ORA EVENTS AND ACTIVITIES

Ora is committed to maintaining an environment that promotes safety, courtesy, dignity, and respect. All members and individuals attending or participating in Inspire, Ora, or Aspire events or activities have the right to an environment free of harassment, including unwelcome physical contact, advances, or comments. Inspire community members, Orators, and their guests will demonstrate good character, integrity, and leadership by fostering a professional environment at club events and activities. Allegations of unwelcome physical contact, advances, or comments at Inspire or Ora events or activities shall be reviewed by the club board and responded to within a reasonable time. If the offending individual is a member of the club board, he or she is expected to recuse himself or herself from the discussion. Any allegation of criminal behavior should be referred to local law enforcement.



## ORA RESOURCES

### ONLINE TOOLS

#### Ora Showcase

Allows you to be inspired by completed service projects, and post yours for everyone to see.

#### Ora Ideas

Find service ideas or seek contributions, volunteers, materials, or partners for your projects.

#### Discussion Groups

Assist in sharing your experiences and ideas with members around the world. Ora WhatsApp Groups, Facebook and Twitter pages helps you connect with Orators and the Inspire members who support them.

### EVENTS AND AWARDS

#### Ora Week

Celebrates Ora's countrywide impact during the week that includes 26th June, Ora's anniversary, from Monday to Sunday.

#### Ora Outstanding Project Awards

Recognizes Ora clubs that are making a positive difference through their exceptional community or countrywide service projects.

#### Inspire Citation for Ora Clubs

Recognizes Ora clubs that are achieving goals aligned with Ora's strategic plan and making a positive difference.

### COMMUNICATIONS AND PUBLICATIONS

#### Young Kenyans in Action

This is a Monthly newsletter covering Inspire's programs for young leaders, including Ora Visual Identity Guidelines which are Inspire's Programs for Young Leaders providing inspiration and best practices related to logos, color palettes, typography, and more Policy Related to Ora.

#### Project Lifecycle Kit

Provides guidance for planning, carrying out, and sharing ideas about service projects.



### Ora Areas of Focus

This is an introduction to the six areas of focus, with examples of service projects for each.

### Community Assessment Tools

This is a guide for identifying effective service projects within the community.

### Ora Code of Policies

States decisions approved by the Ora Inspire Board of Directors in support of the Ora Constitution and Bylaws.

Other publications include Ora Club Certification Form, Ora Club Standard Constitution, Ora Recommended Club Bylaws, and Responsibilities of Inspire.