

**Branch Development Policy**  
**Malaysian Red Crescent Society**

**1. Introduction.**

- 1.1 The Malaysian Red Crescent Society (MRCS) has gone through the process of Organizational Capacity Assessment and Certification (OCAC) in October 2015, and Branch Organizational Capacity Assessment (BOCA) in December 2015 in order to overlook the Branches development.
- 1.2 Malaysian Red Crescent Society (MRCS) comprise of 16 branches and 150 chapters, and all branches and chapter have their own activities, and branches are divided into zone where there are 5 zones, and every zone chairman will be a zone leader in rotation (2 years) per term, there will be zone coordination meeting to organize the activities among branch.
- 1.3 MRCS also conducted the Resource Management System ( RMS ) training to all national staff and branches in order to improve the database systems in branches and chapters ( membership, asset, training, logistic, program and activities, etc. ), as a tools for branch development.
- 1.4 Following the finding and the view of the MRCS for its growth and development as to ensure MRCS being a relevant for its needs, this policy is expected to serve as a guiding vision for action that helps branch and chapter to develop its capacity to be relevant and serve for the most vulnerable in its area.
- 1.5 To ensure the efficiency of the Branches and Chapters through its.
- 1.6 Legal and other requirements been following with the standard quality.  
(Include the report of John Lam initial BOCA analysis)

## **2. Purpose**

**This policy aims to:**

- 2.1 Develop well-functioning branches of Malaysian Red Crescent Society
- 2.2 Ensure the continuing relevance of MRCS branches, chapters and units

## **3. Definition**

### **3.1 Branch**

A Branch is a component of the Society recommended by the National Executive Board and approved by National Executive Board to carry out activities of the Society within the locality corresponding to an administrative district, sub-district or local authority of a state or a Federal Territory or a recognized tertiary education institution within its respective Branch, or the case may be.

A Branch shall carry out the activities of the Society exclusively within its respective State or the Federal Territory (as the case may be), subject to any further direction from the National Council.

A Branch shall be managed by a committee called the Branch Committee to organize amongst others, the activities and finances of the Branch. (MRCS Constitution part VIII, Branches).

### **3.2 Chapter**

A chapter is a component of the Society recommended by the Branch Committee and approved by National Executive Board to carry out activities of the Society within the locality corresponding to an administrative district, sub-district or local authority of a state or a Federal Territory or a recognized tertiary education institution within its respective Branch, or the case may be. (MRCS Constitution, part IX, Chapters)

### **3.3 Unit**

The Society may organize members above eighteen (18) years of age in the following Subsidiary Units to carry out certain activities. (MRCS Constitution, part X, Subsidiary Units)

## **4. Scope**

4.1 This policy shall apply at all level of the MRCS, including National, Branch, Chapter, and Unit levels.

4.2 The branch is responsible for its development, planning, budget, monitoring and sustainability of the branch.

## **5. Basic Principles in Branch Development**

5.1 The development of branches and chapters is the primary responsibility of the leadership of the branch and chapter leaders. All branches shall set up a Branch, Chapters and Unit Development Committee which shall have the responsibility in ensuring that development initiatives are consistently planned and appropriately implemented.

5.2 Branches and chapters shall develop an annual Plan and Budget that will fairly and equitably contribute to the achievement of the MRCS Strategic Directions.

5.3 Branches shall ensure that at least 70% of the income received from donation should be put to service delivery in projects, ensuring accountability and transparency, while up to maximum of 30% can be utilized for administrative purpose to cover their overhead costs.

5.4 Branches and Chapters shall be classified according to their performance, as STAR points by a set of criteria which are objective, measurable, and evidence-based, eg. Five star for those with excellent performance and capacity. Bonus 10

points can be given to encourage Branch, Chapters and Units who ensures that their classification star are renewed at least a month before the 3 years expiry.

5.5 All branches and chapters shall conduct Branch Organizational Capacity Assessment (BOCA) every three (3) years, with progress monitored annually.

5.6 All branch and chapter Committee members shall undergo the required MRCS induction course within a month after assuming office. (Induction course can be carried out by assigned facilitators from National Headquarters.

5.7 All branches shall ensure the use of the Resource Management System (RMS) as a tool in branch management and development. (Each chapter will be provided password for data entry and reporting)

5.8 All branches shall strengthen its dissemination efforts and utilize the MRCS auxiliary role to maximize access to resources from local governments. It will bring a sense of belonging.

5.9 All branches and chapters shall ensure that all its activities shall facilitate diversity in all aspects e.g. community engagement, volunteers, youth, member.

5.10 Branches that require assistance may approach National Headquarters or any branches to render knowledge, expertise or resources as and when required.

## **6. Responsibilities of the Malaysian Red Crescent Society-Branches**

6.1 The branch shall submit the quarterly report to the NHQ by using RMS. Format and a template shall be created to be comprehensive enough for assessment.

6.2 The branch office shall support the chapter to enable them to deliver relevant service and activities to the communities.

6.3 The branches are encouraged to initiate dialogue with chapter on specific issues to further understand their needs, ideas, strengths and challenges since they are have closer relationship and understanding of their localities.

## **7. Responsibilities of the Malaysian Red Crescent Society-National Headquarters**

7.2 To analyze the outcome of BOCA and to come up with plans

7.3 Monitoring progress of policy implementation

7.3 Branch leadership development – to act as an observer during Branch election and come up with plans for induction of new Board members (note: cost of observer travelling and accommodation shall be borne by National Headquarters)

7.4 Develop and facilitate inter-branch peer-to-peer support mechanism.

7.5 Provide clear platform for all levels to ensure effective channeling of communication, online training and information sharing on their needs, strengths and challenges to reconnect branches that may need assistance and branches who can offer assistance.

## **8. References**

The following document can be referred in formulation Branch Development Policy,

8.1 Strategy 2020

8.2 Plan of Action

8.3 Constitution

8.4 OCAC Report

8.5 BOCA Analysis from 13 branches

8.6 Handbook

8.7 Other related MRCS documents, with reference to Government policies

## 9. Implementation

The MRCS Governing Board and Management at National Headquarters shall include the following measures to implement this Policy effectively:

- 9.1 Develop a comprehensive branch development framework that puts into action the principles of branch development e.g. branch classification; board induction syllabus
- 9.2 Prepare and execute a Policy Implementation Plan. This should include all aspects including organization, procedures, activities, funding, monitoring and evaluation, long term goals, all related documents which is relevant, all aspect of management systems, and all level of management activities;
- 9.3 Conduct reviews, appraisals, refresher training on branch development using BOCA every three (3) years.
- 9.4 Establish means to collect accurate data and statistics about the activities and impact of Branches. Quarterly reporting system from branches to HQ.
- 9.5 Identify and support programs and activities that will strengthen the branches.