

# Volunteer Orientation Information

PREPARED BY  
MANI

Mentally Aware Nigeria Initiative (hereafter referred to as MANI) is a non-profit organization focused on raising awareness on mental health and illnesses as well as working to connect service users to mental health professionals. MANI was founded and registered in Nigeria in December 2015 with the Corporate Affairs Commission (CAC/IT NO 83725) but was officially launched on the 11th of June 2016 by a team of young doctors and concerned individuals led by Dr. Victor Ugo.

## WHAT WE DO

- Challenge the taboo, stigma and misconceptions about mental health among the general population in Nigeria
- Making sure the majority of the Nigerian population (urban, rural, youth, elder, adults) have a fair understanding about mental health and mental health issues
- Work to Improve legislation, policies and allocation of budget to mental health in Nigeria
- Build awareness of decision makers to improve the mental health system and the legislation related to Mental health issues
- Provoke an innovative disruption of the offer of Mental Health services in Nigeria
- Facilitate the early intervention and treatment of those at risk
- Improve the human resources capacity of identifying and treating Mental Health and Psychosocial conditions in Nigeria.
- Provide Mental health first aid and suicide intervention services

## MEMBERSHIP TYPES

**Specialized Volunteers** – We are looking to massively expand our base with groups of volunteers across the country and while everyone is free to be a part of this, they will be going through a slightly rigorous selection process to determine their motivations for being a part of our network.

**Members** – Membership is an elevated non-compulsory form of volunteering for MANI, and it involves a payment of #15,000 every year which comes with a member pack containing a

branded T-shirt, Stickers, ID Card and free copies of our Anthology. It can be paid in 3 installments, but the content of the pack (except the ID Card which will be made available on first pay) becomes available on full payment. If you want to become permanently associated with us however you can pay a one-time sum of #100,000 for our *Lifetime membership plan*. You can also choose a plan to pay for this in bits over one year. This plan comes with all of the above in the member pack but a permanent ID card is included and you will have permanent e-supply of our books and magazines for free and for life.

### **OUR TEAMS:**

Each chapter has standardized teams internally to ensure that they achieve their aims of raising awareness, educating their members and the general public, and managing the intra-support groups. Each team has an executive that is heading it with the help of an assistant to ensure that each respective team is effective and efficient. The names, aims and number of teams are standardized across all our chapters. Each team is listed below with a brief description of their aim(s). Kindly read through to figure out the one(s) that match your skills.

*Programs Team* - In charge of all the events that a particular chapter does monthly and yearly. This team has to have a monthly conversation cafe, partner with other NGOs for different events, come up with various events for team bonding offline such as cinema dates, beach dates etc. The main aim of this team is to fundraise, plan and organize interesting events for the chapter, and help with MANI's publicity. This team will have two other teams underneath it: Fundraising and Protocol & Logistics Teams.

*Fundraising Team* - The main aim of this team is to raise funds for the chapter. It must come up with at least 4 ideas/events/avenues yearly such as branded items that can be sold at events, sponsorships, and so on. Money raised under this team will be used to finance the individual chapters expenses such as training expenditure, events, etc. A certain percentage (60%) will go to MANI HQ to help with their monthly expenditure.

*Protocol and Logistics Team* - This team is primarily responsible for handling the logistics of all the events the chapter has. They have to handle the 'leg-work', human

resources, publicity and coordination of these events.

**Literacy Team** - This team handles the literacy/knowledge wing of the individual chapters. They MUST hold weekly icebreakers, monthly discussion on the WhatsApp group and an interactive video conference monthly. In addition, they have to create contents on the topic of the Month for tweetchats. To Summarize, the Literacy team is responsible for internal training - educating the members.

**Buddy system** - This system was created solely to ensure that members and volunteers are supported. It is voluntary to join the system but highly recommended. This team is led by the Buddy System Coordinator and run by the buddy managers which you can be a part of. Participating individuals will be allocated to a buddy group (based on their likes and interests) and those in each individual team will be "BUDDIES".

**Mreps System** - How can we ensure that everyone is accounted for? How do we keep everyone within each chapter updated on everything happening? How can we still provide some form of support to those members/volunteers that do not want to be a part of the buddy system? The Mrep system has one main goal: to ensure every member/volunteer gets a personal 'buddy' that will be their link for all the enquiries they may have, help them settle down into the group, keep an eye out for them, and make sure that they are reminded about important information. Each member/volunteer will be allocated an MRep immediately they join the group and you can also volunteer to be one.

**Training Team:** This team is in charge of all the free trainings and outreaches each chapter plans and executes. The team is responsible for creating slides based on the training topics, training the trainees that will train at these schools and organisations. The minimum target for each chapter is to train two secondary schools and one organisation per month for free. It is mandatory for this team to keep a spreadsheet detailing the schools, organisations and total number of people impacted. This is to ensure that accurate information will be available as and when MANI needs to apply for grants and/or give presentations about the work we are doing.

**Secretary** - This role is responsible for record keeping. All the documents used for tweetchats, enlightenments both on and off the group, conversation cafe, training sessions, minutes of meetings, report on the chapter events, etc. MUST be collated and documented using the

google drive.

**Financial Secretary** - This role is responsible for handling the individual chapter's finances.

Record keeping and proper documentation of all the expenses, revenue and profits must be handled by this role. Also responsible for the collection and management of the data for the monthly dues. It is essential for this position and that of events - most especially the fundraising team, to work together to balance the finances of the individual chapters.

***Each team must have a meeting per week, and all team members MUST be present for the weekly executives' meetings. In addition, all members/volunteers MUST be present for the monthly meetings which will be held online.***

*"MANI ALSO HAS TEAMS DIRECTLY UNDER THE HQ'S JURISDICTION AND THE FORMS FOR JOINING THOSE ARE ON THE WEBSITE, BUT THE PROCESS OF ENTRY IS AS RIGOROUS AS POSSIBLE TO HELP US SELECT THE MOST DEDICATED PERSONS. THESE TEAMS INCLUDE – CONTENT TEAM, DIGITAL MARKETING TEAM, COUNSELING TEAM, AND FUNDRAISING TEAM."*

## **OBLIGATIONS:**

**From us to you:** Provide regular trainings on mental health related topics; monthly conversation cafe, social media campaigns; Personal and professional, etc.

**From you to us:** Active participation and in at least one team; active offline - campaigns, outreaches and events; communication on the group.

## **OUR RULES:**

Each chapter has a WhatsApp group for easy communication and information dissemination; this group isn't compulsory, but it's quite useful as most of our activities and resources go on there first. Each group has member representatives (MReps) who are in charge of 10 people each and who will be made known to new members. However, it's necessary that if you are going to be a part of any of this, you must adhere to the following rules:

1) You will only post messages relevant to the group and its objectives.

2) No rude words, cuss words, sarcastic replies, or passive aggressive comments (even if considered jokes or banter) will be tolerated. Respect is reciprocal, you are required to be courteous always.

3) There are two meeting days in the week, voted by majority of the group members, and you must make yourself available for at least 1. However, if for any reason you won't be available for any of the meetings, please communicate with your MRep. There will also be a once monthly physical meeting in form of a conversation Café (one that doesn't require much planning and can be done at parks and restaurants alike).

4) Because charity does begin at home, and we are all about increasing mental health literacy, you are mandated to attend and participate in biweekly literary sessions moderated by the designated literacy team of the chapter group. On those weeks where the learning sessions are scheduled, there will only be one general group meeting.

5) The importance of engagement on our social media pages (Twitter, Instagram, YouTube, Facebook) cannot be overstated or taken for granted; it's how most of you found us. Therefore, even if you don't make use of any of these platforms, make an effort to create accounts on them or reactivate them, then put on post notifications for the @mentallyawareng official account so you can be notified when a post goes up on these platforms. Also, on Instagram and Twitter are our other pages - @stigmazer0 for our Youtube and podcast projects; @mibuddiepro for updates about our mobile app; and @stigmawatchdog which is exclusively on twitter. On Youtube, you can subscribe to our Stigma Zero channel.

6) We run a buddy system where we pair people up with the purpose of making sure that we are looking out for each other. Each buddy group has a buddy manager who reports on the welfare of their group. It's not considered to be compulsory but it is highly recommended.

7) If you have any personal issues, please refer to the members of the counseling team who you will be introduced to on joining the group. If you have issues with anyone on the group, do not bring your grievances to the group, rather, reach out to your MRep who will escalate appropriately if need be.

8) From time to time, feedback forms will be created and shared to each member by their MRep; you are required to fill them with suggestions/ideas for group/chapter/organizational growth, as well as concerns/complaints.

Once every quarter, we will be hosting Google hangout or Zoom Q&As with all the members from the various chapters and the MANI Board.

9) If you would like to do more than you are currently doing as a member or have immediate ideas of note, please reach out directly to the chapter lead. There's always something to do but you have to make yourself available and your efficiency will be noted even on the national level.

● *PLEASE be advised that failure to adhere to any of these rules will result in a suspension/permanent removal from the group depending on the severity of defaulting noted.*

● *You will be sent a form via the WhatsApp number you entered while filling the volunteer interest form on the website. This form will contain questions relating to your motivation, how much volunteer hours you can give, your interests and strength, your interest in executive positions, as well as new ideas you can bring in to the group and organization.*

#### **REJECTION AND EVICTION FROM THE INITIATIVE:**

A volunteer will be rejected from joining MANI if the volunteer's responses do not tally with our initial or interview response feedback.

A volunteer will be removed/evicted from the initiative if

- The volunteer does not belong to any sub team in the initiative
- The volunteer does not participate in sub team tasks and duties
- The volunteer does not participate in group discussions especially WhatsApp trainings, voice over/video conference trainings
- The volunteer does not attend offline event(s) without any valid reason

- The volunteer left the group without the prior knowledge of any of the execs especially the MReps Coordinator
- The volunteer has a terrible appraisal performance feedback three months in a row

### IMPORTANT INFORMATION

There is a voluntary monthly donation collected by each chapter to help raise money towards MANI's activities such as monthly ads, suicide hotline, and general running of each chapters activities. All members and Volunteers are implored to donate 500 naira or more monthly.

All successful applicants will be on a fixed 2-WEEKS PROBATION PERIOD. Everyone will be put into their respective teams and the individual team leads will be closely monitoring their team members to ensure that they are active and contributing on a level that is up to MANI's expectations. At the end of the two weeks probation period, members/volunteers that do not meet our expectations will be reduced to newsletter members and they will be removed from both the main group and the team group.

*Thanks for your interest in our cause.*

Yours in the fight against mental health stigma,

**Victor Ugo.**

*Founder/President, Mentally Aware Nigeria Initiative.*