



**PO BOX 6420-00100  
Senteu Plaza  
Kilimani Road  
Nairobi, Kenya  
NGO PIN#: P051809755A**

## Communiqué Regarding Chapters

March 14, 2020

Dear KA Members,

We would like to make an announcement regarding changes in the terminology and structure of chapters in Kakehashi Africa.

These changes are based on a series of consultations and discussions initiated by the Executive Management over the past few months. We hope that these changes will end confusion in the usage of our terminology, remove unnecessary layers of structural hierarchy and overall bring Kakehashi Africa more in line with best practices among organisations similar to ours.

The terms and structure that we used in the past were as follow:

- Chapters were transnational “regions” of which there were 6, i.e. Northern Africa, Western Africa, Central Africa, Eastern Africa, Southern Africa and Japan.
- Under chapters there were branches, typically one for each country in Africa (e.g. Ghana Branch, Tanzania Branch) or one for each “sub-region” in Japan (e.g. Shikoku Branch, Kansai Branch).
- The head of a chapter was called a Chapter Coordinator.
- The head of a branch was called a Branch Manager.

The Board has approved the following changes:

- The branches will be called “chapters”, e.g. Ghana Branch becomes the Ghana Chapter or if there are multiple chapters in one country, chapters could also be sub-national, e.g. Accra Chapter. The latter is the case we would have in Japan: Kansai Branch becomes the Kansai Chapter.
- The heads of the chapters are called chapter coordinators.
- The names of the regions that were previously known as chapters become known simply as “regions,” e.g. “Western Africa Region” and “Japan Region”.
- A head is only appointed to a Region if there is a sufficient number of chapters in that region. That head is called a “Regional Coordinator”. For example, given that there are multiple chapters in Japan, there will be a Japan Regional Coordinator. The office of the current Japan Chapter Coordinator will be renamed to the Japan Regional Coordinator.

Please note that these changes affect only the management arm of Kakehashi Africa and not the representative arm, which is the Board. The Board will continue to be constituted by one representative from each region, namely Northern Africa, Western Africa, Central Africa, Eastern Africa, Southern Africa and Japan.

If there is any confusion about these changes, feel free to contact the Executive.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sati Arthur', with a horizontal line underneath the name.

**Sati Arthur**  
**Chairperson**