



GBI-BLA

TRADITIONAL AUTHORITY
CHIEFDOM OF BUAMI



ADMINISTRATIVE PROCEDURES

APRIL 2025





ADMINISTRATIVE PROCEDURES
OF
GBI-BLA TRADITIONAL AUTHORITY
CHIEFDOM OF BUAMI

20TH APRIL, 2025

SEAT OF AUTHORITY:
AFABAME, GBI-BLA

ADMINISTRATIVE NAME:
GBI-BLA TRADITIONAL AUTHORITY-CHIEFDOM OF BUAMI

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GENERAL

The leadership principles expected to be engaged in the secular administration of the affairs of Gbi-Bla Community require that there must be standards by which decisions are made and responsibilities are acted upon. These procedures provide the required standards for the secular administration of the Gbi-Bla community under the leadership of Togbe Buami, the Chief of Gbi-Bla.

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1 | INTRODUCTION AND BACKGROUND ■

The institution of chieftaincy in Ghana as established by customary law is guaranteed under article 270 of the 1992 Constitution and the Chieftaincy Act 2008 (Act 759).

The responsibilities of traditional leaders in this day and age can be divided into two main categories. The first one is their role as the guardians of customs and traditions that made them to be customarily responsible for issues regarding customary arbitration, childbirth, puberty, marriage, funerals, etc. These customary provisions are largely unwritten and may remain so for a considerable period of time, experiencing careful modifications. The second category of responsibilities has to do with the secular administration of the resources of the community which include enhancing the socio-economic fortunes of the community and its members and projecting the community to the outside world. This aspect of the roles of the traditional leader is increasingly requiring clear administrative guidelines which these procedures are primarily intended to cater for.

It is also the aspiration of the framers of these procedures that Gbi-Bla customs, traditions and usages will sooner than later begin to undergo codification in accordance with article 272(b) of the 1992 Constitution, which stipulates that the National House of Chiefs, of which the Gbi-Bla Traditional Authority - Chiefdom of Buami is an offshoot, should undertake, among others:

... the progressive study, interpretation and codification of customary law with a view to evolving, in appropriate cases, a unified system of rules of customary law, and compiling the customary laws and lines of succession applicable to each stool...

2 | INTERPRETATIONS

In these procedures, unless the context otherwise requires:

'Traditional Authority' means the traditional leadership of Gbi-Bla with Togbe Buami as the head.

'Customary College' means Gbi-Bla Customary College of Chiefs, Queen Mothers and Elders, which is the advisory body made up of all traditional leaders of Gbi-Bla nominated, confined and ceremonially outdoored, together with the three (3) heads of elders namely Blanyigbemetsitsie, Bladzigbemetsitsie and Tsrivimetsitsie who doubles as Blametsitsie. The senior most, in terms of tenure of office, between the Blanyigbemetsitsie and Bladzigbemetsitsie shall act as Blametsitsie in the absence of Tsrivimetsitsie, for the purposes of these procedures.

'Community' means Gbi-Bla Community.

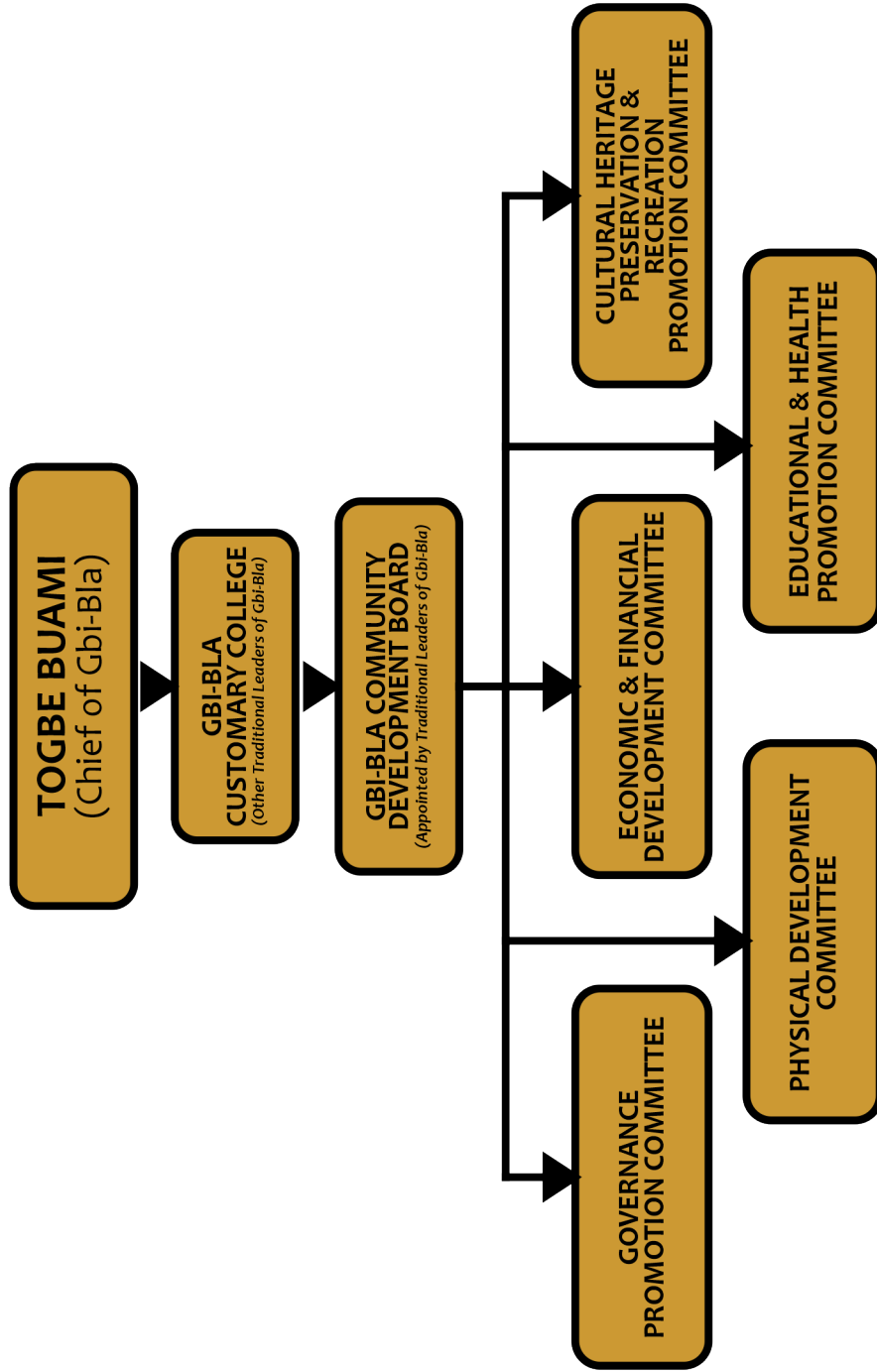
'Oath' means the oath to be sworn by officers / position holders / committee members appointed to serve the Gbi-Bla Traditional Authority - Chiefdom of Buami for the purposes of these procedures.

'Audit Year' means the year in which the asset register and books of account are expected to be audited. Auditing of the asset register and books of account of the Community is expected to be done biennially.

3 | THE TRADITIONAL AUTHORITY AS AN ADMINISTRATIVE UMBRELLA

Togbe Buami (Divisional Chief / Overlord of Gbi-Bla) is primarily entrusted by customs and traditions to be in charge of the spiritual and physical well-being of the community with the cooperation of Mama Ama Serwa (Divisional Queen Mother of Gbi-Bla) and sub-divisional chiefs / sub-divisional queen mothers. The leadership operates under an administrative umbrella called GBI-BLA TRADITIONAL AUTHORITY - CHIEFDOM OF BUAMI and the Customary College assists Togbe Buami in fostering secular responsibilities.

ADMINISTRATIVE STRUCTURE OF GBI-BLA TRADITIONAL AUTHORITY - CHIEFDOM OF BUAMI



5 | THE CUSTOMARY COLLEGE AS A CONSULTATIVE BODY

Gbi-Bla Customary College of Chiefs, Queen Mothers and Elders is a consultative body that works closely with Togbe Buami together with his immediate advisors. Togbe Buami's responsibilities as the Overlord of Gbi-Bla include the administration and stewardship of the resources of the Community.

In accordance with best practices, Togbe Buami together with his immediate advisors are expected to consult the Customary College on matters relating to the administration of the resources of the community, as much as possible. Although Togbe Buami is not obliged to follow the recommendations of the Customary College, he generally should not act against such advice, especially when there is consensus, unless there is an overriding reason. When acting contrary to its recommendations, Togbe Buami should provide an explanation to the Customary College regarding the reasons for his decision.

5.1 Membership of the Customary College of Gbi-Bla

The membership of Gbi-Bla Customary College of Chiefs, Queen Mothers and Elders consist of:

1. Togbe Awalie (ADANGDGBEE of Gbi-Bla) - CHAIRPERSON
2. Togbe Vule (AFETDIA /DMANKRADO of Gbi-Bla)
3. Togbe Ayim
4. Mama Ama Serwaa - CONVENER
5. Mama Awaliesi
6. Mama Vulesi
7. Mama Ayim
8. Asafoatse
9. Tsami Asiamah Kotobri
10. Nyornutsami Asiamah Kotobri
11. Tsami Krakani
12. Nyornutsami Krakani
13. Blametsitsie (Tsrivimetsitsie)
14. Blanyigbemetsitsie

15. Bladzigbemetsitsie

** The Palace Secretary shall double as Secretary for the Customary College.*

5.2 Functions of the Customary College

The Customary College shall:

1. Assist Togbe Buami in developing programmes for the socio-political, cultural and economic development of the community and its members and promote the principles of accountability, transparency, fairness and individual / communal responsibility;
2. Assist Togbe Buami in developing a long-term community capital improvement, implementation and funding sources plan;
3. Assist Togbe Buami in developing programmes for the care and maintenance of all community facilities;
4. Assist Togbe Buami in making arrangements as may be considered appropriate for the internal organisation of the Traditional Authority including:
 - i. awarding of bursaries, scholarships and prizes to deserving pupils / students / graduates;
 - ii. entering into an agreement or relationship with another institution within or outside the country;
 - iii. acquiring and holding of movable or immovable property, selling, leasing, mortgaging or otherwise alienating or disposing of that property and entering into any other transaction;
 - vi. determining the incentives for persons who undertake any work for the benefit of the Community;
5. Review recommendations received by Togbe Buami from groups / individuals and advise him accordingly;
6. Review / audit reports received by Togbe Buami from groups / committees / individuals and advise him accordingly;
7. Review financial statements, including annual reports received by Togbe Buami from groups / committees / individuals, to help determine that best practices regarding fiscal and accounting procedures are being followed and advise Togbe Buami accordingly;
8. Review asset register and income and expenditure reports received by Togbe Buami from groups / committees / individuals for the Community and advise Togbe Buami accordingly.

5.3 Tenure of Office of Members of the Customary College

Members of the Customary College shall remain members so long as they remain in their substantive customary offices.

5.4 Meetings of the Customary College

1. The Customary College will meet at least once (1) in each calendar year for the despatch of business at the time and in the place determined by the Chairperson.
2. The quorum at a meeting of the Customary College is five (5) including the Chairperson or his representative.
3. The *Awafia of Gbi-Bla* (Chairperson) shall preside at each meeting of the Customary College and in his absence:
 - i. The *Afetorfia of Gbi-Bla* shall preside;
 - ii. In the absence of the *Awafia* and *Afetorfia*, Togbe Ayim shall preside and in his absence, the members present shall elect one person from among them to preside;
4. The Customary College shall have a Convener whose duty it shall be to bring the members together for a meeting. The Convener shall work with the Chairperson to set the agenda for each meeting. At a meeting, the Convener shall open the meeting and turn it over to the Chairperson to preside;
5. Mama Ama Serwa shall be the Convener for the Customary College and in her absence:
 - i. Mama Awaliesi shall act as the Convener;
 - ii. In the absence of the Mama Ama Serwa and Mama Awaliesi, Mama Vulesi shall act as the Convener and in her absence Mama Ayim shall act as the Convener;
6. The Customary College may co-opt a person, persons or a team to attend and participate in any of its meetings as advisor(s);
7. The proceedings of the Customary College are not invalidated by reason of a vacancy among the members;
8. The Customary College shall have the following types of meetings (I) Regular, (II) Emergency and (III) Special;
9. The meeting(s) of the Customary College may either be in-person or virtual;
10. In the absence of the substantive secretary of the Customary College, the Chairperson / Acting Chairperson, as the case may be, shall appoint any member to act in the secretary's stead;
11. Decisions at meetings shall be by simple majority vote of members present, minus the member presiding. If the number of votes for and against a proposal are equal, the member presiding has a casting vote.

6 | ESTABLISHMENT OF COMMITTEES

1. For the purpose of achieving the aims of the Community, Togbe Buami, in consultation with the Customary College will set up GBI-BLA DEVELOPMENT BOARD as a steering committee for the implementation of the Community's development plans;
2. In addition to the above steering committee, Togbe Buami, in consultation with the Customary College may establish other standing committees or ad-hoc committees made up of members or non-members of the Community and assign them functions that are considered appropriate;
3. In establishing either standing committee(s) or ad-hoc committee(s), Togbe Buami will, in consultation with the Customary College, appoint the chairperson(s) as well as the secretaries.

7 | APPOINTMENT OF STAFF

1. Togbe Buami may, in consultation with the Customary College, appoint a palace administrator, palace treasurer and palace financial secretary for the day-to-day administration of the secretariat of Gbi-Bla Traditional Authority - Chiefdom of Buami, including servicing the meetings of the Customary College, the community development board and all related committees.
2. Togbe Buami may also, in consultation with the Customary College, appoint other staff as well, as may be necessary for the effective performance of the functions of Gbi-Bla Traditional Authority - Chiefdom of Buami.

8 | FINANCIAL MANAGEMENT AND ADMINISTRATION ■

1. The funds of the Community include:
 - i. moneys that accrue to the Traditional Authority in the performance of its functions consisting of charges and dues in respect of services rendered by or through the Traditional Authority;
 - ii. grants, subscriptions, rents and royalties;
 - iii. returns on investments;
 - iv. endowments, donations and gifts; and
 - v. moneys from any other source approved by the Traditional Authority;
2. All bank accounts for the Community shall be opened on the authority of Togbe Buami, acting in consultation with the Customary College and shall bear the name GBI-BLA TRADITIONAL AUTHORITY - CHIEFDOM OF BUAMI or as may be deemed necessary, in accordance with approved policy(ies) of the Gbi-Bla Traditional Authority - Chiefdom of Buami;
3. Any sum of money received by or on behalf of the Community shall be paid into a bank account opened on the authority of Togbe Buami, acting in consultation with the Traditional College and bearing the name GBI-BLA TRADITIONAL AUTHORITY - CHIEFDOM OF BUAMI or CHIEFDOM OF BUAMI DEVELOPMENT FUND or in accordance with approved policy(ies) of the Gbi-Bla Traditional Authority - Chiefdom of Buami;
4. Togbe Buami may, in consultation with the Customary College, invest the funds of the Community that are not required for immediate use as the Traditional Authority considers appropriate;
5. The finances of the Community shall be managed in accordance with financial / accounting best practices and relevant laws of Ghana;
6. The financial resources of the Community shall be applied solely to the purposes of the Community;

7. Togbe Buami may, in consultation with the Customary College, designate a committee, comprising the Palace Treasurer and the Palace Financial Secretary, to manage all funds of the Community, which means being in-charge of the systematic process of operating, deploying, maintaining, disposing and upgrading all Community funds (assets) in the most cost-efficient and profit-yielding way possible.

9 | RECORDS MANAGEMENT AND REPORTS ■

1. The Traditional Authority will maintain an asset register for capital accounting and will ensure that physical inventory on Community assets is performed at least once a year. An asset register covering January – December shall be submitted to Togbe Buami, in March of each calendar / financial year, by the development board.
2. Proper books of account will be kept by the Traditional Authority. Income and Expenditure Account and Balance Sheet will be prepared and submitted to Togbe Buami, before the close of March of each calendar / financial year, by the development board.
3. Togbe Buami will submit all reports received (including the asset register and accounts) to the Customary College for consideration and advice, before the close of June of each calendar / financial year;
4. Togbe Buami, in consultation with the Customary College, will biennially (occurring every two years) appoint a three-member Audit Team to audit the asset register and accounts of the Traditional Authority;
5. The asset register and books of account will be audited before the close of June of every audit year;
6. In an audit year, Togbe Buami will submit the audited asset register and audited accounts to the Customary College for consideration and advice, within the first half of the calendar / financial year;
7. The financial year of the Traditional Authority will be from 1st January to 31st December, the same year.

10 | FRAUD AND FRAUDULENT ACTIVITIES POLICY ■■

Purpose: This policy is designed to increase awareness in all those who work with the Traditional Authority of their responsibility for discouraging fraud / reporting suspected fraud.

Definitions: Fraud include, but are not limited to, theft, embezzlement, bribery, misappropriations, falsifying records, forgery or alteration of documents, kickbacks, destruction or removal of property and conflicts of interest.

Policy: As the head of the Traditional Authority, Togbe Buami is charged with the primary responsibility for identifying potential areas of risk, for being aware of the possibility that fraudulent acts could occur in those areas, and for implementing measures to eliminate or minimize fraud. All those who work with the Traditional Authority are expected to refrain from acts of fraud or fraudulent behaviour, and are encouraged to report suspected fraud.

Procedure:

1. All suspected fraudulent incidents or practices observed shall be reported to Togbe Buami, who will appoint a three (3) member committee to investigate the matter.
2. The person who reported the suspected fraud shall refrain from further investigation of the incident, confrontation of the alleged violator, or further discussion of the incident with any other person(s) than the team of investigators appointed by Togbe Buami to investigate the matter. The Traditional Authority will not allow any retaliation or punishment against individuals who in good faith provide information concerning suspected fraud.
3. All such investigations, documents and reports shall be considered confidential and highly security-sensitive to the extent allowed by law. The investigators shall make conscious efforts to protect the rights, privileges and responsibilities of all parties involved.
4. The investigators shall prepare a case report. Where there is credible evidence to show that fraud has been committed as defined by this, the case report shall include, but not be limited to, the following: subject of the investigation; statement of non-compliance with policy, description of acts or practices discovered; statements of witnesses; amount and type of loss, the means used to perpetrate the fraud and other data considered necessary. The case report shall also include recommending actions to be taken to reduce additional losses and

to prevent a recurrence of the fraud. Where the investigation does not yield credible evidence to support the claim of fraud, the case report shall include at least the following: subject of the investigation, statement outlining the allegation of fraud, statement that no credible evidence was obtained to support the allegation, list of witnesses contacted. The investigating team shall submit their report to Togbe Buami within 30 days of taking up the task.

5. The Customary College will review the case report to decide whether the matter should be handled as a disciplinary matter, as criminal activity, both or neither.
6. Any member of the Customary College who may find himself / herself in a compromising position regarding the matter shall be asked to recuse himself / herself from the matter.
7. All files and other material related to the investigation will be retained for an appropriate period of time by the Traditional Authority.

11 | CONFIDENTIALITY

Traditional leaders / officers / position holders / committee members that work with the Traditional Authority for the purposes of these procedures must observe strict confidentiality concerning all matters discussed at meetings and/or provided to them in confidence.

12 | OATH OF OFFICE ■■

Any Officer / Position holder / Committee Member appointed to serve the Gbi-Bla Traditional Authority - Chiefdom of Buami under these procedures shall on installation, swear and sign the following Oath of Office:

'I,.....

*having being appointed as.....
do solemnly swear that I shall defend and support the administrative procedures of Gbi-Bla Traditional Authority - Chiefdom of Buami at all times; that I shall bear true faith and allegiance to same; and that I shall discharge, to the best of my ability, the duties of my present position; that I have read / as explained to me and clearly understood and shall abide by all the guidelines of the administrative procedures and such issuances by the Traditional Authority, so help me God.'*

13 | SIGNATURES ■■

- I. TOGBE BUAMI IX
- ii. MAMA AMASERWAA III
- iii. LAWYER JOHN-HANSON SENOO (BLAMETSITSIE)
- iv. ARNOLD TSIGBE (BLANYIGBEMETSITSIE)
- v. ANTHONY GANDEDZI (BLADZIGBEMETSITSIE)
- VI. LAWRENCE KOSI ADIGBO (ASAFOATSE)

14 | APPENDIX

14.1 OUR COMMUNITY PILLARS FOR DEVELOPMENT INITIATIVES

Gbi-Bla community development initiatives hinge on the universally adopted interwoven development goal and comprise the following, among others:

14.1.1 *Social Capital Mobilisation*

Social capital is created when community members become involved with one another in routine, often organized ways. Exploring, identifying and mobilizing local social capital would be a key preoccupation of the Gbi-Bla traditional leadership in the bid to moving the community forward. The traditional leadership believe that every community member is endowed with a certain amount of assets, skills and capacities required in building capital for the community growth and eradication of poverty among community members. These will be harnessed to ensure communities members have access to productive resources, including credit, education and training.

14.1.2 *Community Participation and Engagement*

The leadership will endeavour to adopt processes that would enhance collaboration, respect of the rights of community members, consultation with community members and involvement and empowerment of community members. There would be deliberate efforts to place premium on fostering and enhancing traditional leadership / community trust. Community members would have the opportunity to question, discuss, and or provide feedback(s) on messages coming from the leadership. At all times, focus will be on issues that directly affect the well-being of community members like access to safe water, sanitation, hygiene, good health and fitness. The leadership will forge change by harnessing the power of innovation that ensures that no community member is left behind in a safer and happier future agenda.

14.1.3 *Partnership and Collaboration*

Gbi-Bla as a sub-set of the larger Ghanaian community does not have all the necessary resources and capital to address its issues and problems. Gbi-Bla will therefore depend highly on partnerships and collaborations, which may involve governments, institutions, philanthropists and / or advocates in Ghana and beyond that can support with technical, financial and material resources.

14.1.4 Sustainable Development

As a dynamic and future looking community, Gbi-Bla will carefully promote practices that yield positive results for the present-day community while constantly creating opportunities that will enable future generations to meet their own needs. Gbi-Bla would work to counter any practice that has the potential of compromising the socio-cultural wellbeing of the future generation by promoting and adopting sustainable environmental practices.

