Pro-Poor Growth and Promotion of Employment in Nigeria Programme – SEDIN

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DEUTSCHE ZUSAMMENARBEIT

Implemented by:

giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

In cooperation with:

Federal and States Ministries of Education

SEA-HUB

Guide, Formation and Standard Constitution

for the Students' Entrepreneurship Activity Hub (SEA-Hub) in Nigeria

SUSTAINABLE DEVELOPMENT GOALS

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GUIDE, FORMATION AND STANDARD CONSTITUTION

For The Students' Entrepreneurship Activity Hub (SEA-Hub) in Nigeria

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SEA-Hub Anthem

We are the members of SEA-Hub
SEA-Hub is who we are
Young entrepreneurs, yes we are!
SEA-Hub is what we do!

Being optimistic with our goals
Moving to great heights with our dreams
We are the change makers

Yes we are the pacesetters
Yes we are, Hub of ideas (SEA-Hub!)
Yes we are the pacesetters
Yes we are, Hub of ideas
Focused, determined we shall be
Our great nation we shall change!

SEA-Hub!!! …Our future is secured

About GIZ SEDIN

GIZ SEDIN

The Pro-Poor Growth and Promotion of Employment in Nigeria Programme – SEDIN, implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit and funded by the German Federal Ministry of Economic Cooperation and Development (BMZ), aims at improving the employment and income situation of Micro, Small and Medium-sized Enterprises (MSMEs) by improving access to finance and business services, strengthening entrepreneurial and managerial skills, and addressing key barriers in the business and investment climate. SEDIN is implemented on Federal, State, and Local levels, with focus mainly in 5 partner states (Niger, Ogun, Plateau, Lagos and Edo States) and selected Local Governments.

In line with the GIZ-SEDIN support for employment creation and capacity building is the introduction of the basic entrepreneurship training for Secondary Schools in her partner States and establishment of extra-curricular (now referred to as co-curricular) based **Students Entrepreneurship Activity Hubs** which is referred to as SEA-Hub in Secondary Schools. This aims at building and preparing the young minds to practically understand the basics of running a successful business, foster opportunity recognition, innovation, risk-taking, critical thinking, and in the long run enable employment creation.

GUIDE AND FORMATION FOR THE STUDENTS' ENTREPRENEURSHIP ACTIVITY HUB (SEA-HUB) IN NIGERIA

Guide and Formation

Understanding the SEA-Hub Concept

Preamble

The main purpose of this project is to provide basic entrepreneurship training and professional orientation for selected secondary school students in Nigeria starting from our partner states.

The students are taught skills to run a successful business. The SEA-Hub concept fosters opportunity recognition, innovation, risk-taking and critical thinking. The students will also be coached on setting-up and effectively managing an entrepreneurship-oriented club to be named Students Entrepreneurship Activity Hub (SEA-Hub).

Justification and Goals of SEA-Hub

The main purpose of this project is to provide basic entrepreneurship training and professional orientation for selected secondary school students. SEA-Hub shall be a co-curricular activity-based hub (club) for students at Secondary Schools.

The students are taught the basics of running a successful business, opportunity recognition, innovation, risk-taking and critical thinking. The students will also be coached on setting-up and effectively managing an entrepreneurship-oriented club. Entrepreneurship education benefits students from all socio-economic backgrounds because it teaches teenagers to think outside the box and nurtures unconventional talents and skills. Furthermore, it creates opportunity, ensures social justice, instils confidence, and stimulates the economy.

SEA-Hub, when effectively implemented will produce thinkers amongst the students, who will go ahead to become job creators after school. The program will create much needed employment opportunities (when students start new enterprises) and provide youths with an opportunity to develop new skills and enjoy new experiences.

Work experiences for youths during secondary school, both paid and unpaid, help them acquire skills for higher wages after they graduate. Also, students who participate in occupational education in integrated settings are more likely to be competitively employed than students who have not participated in such activities.

By launching a small business or school-based enterprise, youths can lead and experience different roles. In addition, they learn to communicate their ideas and influence others effectively through the development of self-advocacy and entrepreneurship skills. More so, they learn how to become team players, and

to engage in problem solving and critical thinking skills valued highly by employers in the competitive workplace of the 21st Century. Mentors, including peer mentors, can assist the youth in developing this.

The ability to set goals and to manage time, money and other resources are important entrepreneurship skills which are useful in any workplace. For youths, learning about financial planning, including knowledge about available work incentives, is critical for budding.

Overview of the club

- The proposed entrepreneurship club will be referred to as SEA-Hub, (Students Entrepreneurship Activity Hub).
- The club will serve as a platform for continuous follow-up, partnership, and mentorship in the selected schools.
- Membership will be voluntary, made up of students who are passionate about creating a positive difference in their lives and community through entrepreneurship.
- The club will have a Staff Adviser, who serves as the link between the club, the school management, BDC Network, volunteers, other relevant partners and GIZ.

- The club will have a minimum of five (5) executive members referred to as the Board of Directors in SEA-Hub among the students who will be responsible for the weekly running of the activities of the club.
- Students who attended the GIZ-SEDIN training are expected to be the pioneer members and executives while others will join them.
- The proposed club is expected to start up a mini but sustainable business in their own capacity as part of their mandates.
- SEA-HUB members are expected to meet at least once in a week to be agreed by the Staff Adviser and the school management.
- At least once in a session, professional mentoring, career talks and coaching will be given to the members of the clubs on their meeting days in their respective schools. This will include invitation of successful and practicing entrepreneur, volunteer mentors and or the BDC Network (as the case may be) who will share their experience and success stories with the members to inspire and motivate them.
- SEA-Hub members will be taken on professional learning visits at least once in a session to successful enterprise, industries, and the likes for practical on-field professional/business orientation.
- Entrepreneurship competition and exhibition will be organized between SEA-Hub from different secondary schools. This will provide a platform for clubs from these schools to showcase their achievements in form of the business they have started which will be judged based on impact and sustainability, creativity, and innovation as well as hands-on professional orientation acquired.
- The BDCN, volunteers or relevant partner in each of these LGAs will also oversee the activities of the club through the assigned teachers. They will

act effectively as intermediary between the schools and GIZ.

- GIZ representatives, the BDC Network, volunteers or relevant partner will visit the schools periodically to assess the growth and activities of SEA-Hub to ensure compliance with the aim and objectives as well as the expected deliverables of SEA-Hub.

Role of staff advisers towards the success of the SEA-Hub project

- The accompanying teachers during a SEA-Hub training will serve as Staff Advisers to the students in their various schools.
- Their first major role is to ensure the establishment and inauguration of the club in their schools with immediate effect.
- They will provide regular oversight over the activities of the club members.
- They will be the link between the club and the school administration/ management.
- Along with the school principal, they will be the link between SEA-Hub and GIZ.

- They will liaise with the BDCs, volunteers and partners to facilitate effective mentoring program for the club at their monthly meetings.

Role of BDCN, Volunteers and partners towards the success of the SEA-Hub project

- Follow up on the activities of the established entrepreneurship clubs in each of the schools through the assigned teachers and the school management.
- Give regular feedback and update to the field officer/GIZ.
- Support the staff adviser/school management in identifying successful entrepreneurs within the community for coaching, mentoring and job fairs.
- In their own capacity, they will also provide professional orientation, talk shops, mentorship, job fairs etc to SEA-Hub periodically or as desired by the club.

Role of Ministry of Education to the success of SEA-Hub

The Ministry of Education is the primary partner to GIZ on the SEA-Hub project. The ministry plays a general supervisory role to all existing and intending SEA-Hub clubs across the state.

The Ministry will support and promote the SEA-Hub activities in their agenda to all SEA-Hub operating schools.

Most importantly, the Ministry will maximally support, promote and co-facilitate the competition and exhibition stage of the project between SEA-Hub schools.

STANDARD CONSTITUTION FOR THE STUDENTS' ENTREPRENEURSHIP ACTIVITY HUB (SEA-HUB) IN NIGERIA

Standard Constitution

ARTICLE I: NAME

ARTICLE II: MOTTO AND SLOGAN

ARTICLE III: OVERSIGHT FUNCTIONS

ARTICLE IV: MEMBERSHIP

ARTICLE V: MEETINGS

ARTICLE VI: OFFICERS OF THE CLUB ARTICLE

ARTICLE VII: ACTIVITIES & PROJECTS ARTICLE

ARTICLE VIII: FINANCE

ARTICLE IX: ACCEPTANCE OF CONSTITUTION

ARTICLE X: AMENDMENT

Standard Constitution

ARTICLE I: NAME

The name of the organization shall be:

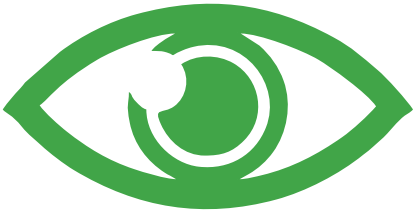
SEA-Hub.....name of school..... (Students Entrepreneurship Activity Hub..... name of school.....)

ARTICLE II: MOTTO AND SLOGAN

SEA-Hub motto will generally be known as
"Securing the future of young Nigerians"

While the slogan shall be ...
Our future is secured

ARTICLE III: OVERSIGHT FUNCTIONS



Where existing, the Business Development Committee Network (BDCN) chapter, volunteers or partners in Local Government Areas will follow up to ensure the establishment and oversee the activities of the club through an assigned teacher (Staff Adviser). The Staff Adviser will act effectively as Intermediary

between the schools and BDCN. The Staff Adviser will coordinate and facilitate the activities of the club members. They will be the link between the club and the school management.

BDCN or voluteers shall follow up on the activities of the established SEA-Hubs in each of the schools through the Staff Adviser and the school management.

They will give regular feedback and update to the GIZ-SEDIN programme and support the staff adviser/school management in identifying successful entrepreneurs within the community for coaching, mentoring and job fairs.

BDCN, volunteers and/or a local entrepreneur will also provide professional orientation, talk shows, mentorship, job fairs etc. to SEA-Hub at least once within an academic term or as desired by the club and agreed with the BDCN.

ARTICLE IV: MEMBERSHIP

Membership will be voluntary, made up of students who are passionate about creating a positive difference in their lives and community through entrepreneurship.

All members shall have a prefix “Entrepreneur” before their names. For example, Entrepreneur Femi, Entrepreneur Hauwa, Entrepreneur Michael.

ARTICLE V: MEETINGS

SEA-Hub members are expected to meet at least once in a week or in line with the general rules for school club and societies as approved by the school authorities.

At least, once in a term, professional mentoring, career talks and business coaching will be given to the members of the clubs by a successful entrepreneur around your community or a volunteer mentor.

All SEA-Hub activities shall be run primarily as extra-curricular (co-curricular) based activities with no interference with the studies and other academic programmes of the students.

The 21 session weekly curriculum (provided) should be used as an activity guide for the weekly meetings.

ARTICLE VI: OFFICERS OF THE CLUB

List of Officers:

The club will have a minimum of five (5) executive members to be called Board of Directors among the students who will be responsible for the day-to-day running of the activities of the club. The posts are Managing Director, Assistant Managing Director, Director of Administration, Director of Finance, Director of Marketing/Publicity and such additional officer(s) as may be added by each club.

Duties of Officers:

- **Managing Director:** The Managing Director shall preside at all regular and special meetings of the club and the Board of Directors. He or she shall,with the approval of the board, appoint all standing and special committees and, in the event of a vacancy in the Board of Directors, he/she shall, with the approval of the board, fill such vacancy by appointment until the next regular election of the club. He or she shall be an ex officio member of all committees.

- **Assistant Managing Director:** The Assistant Managing Director shall succeed to the office of Managing Director in the event of the removal of the latter for whatever cause, and, in the absence of the Managing Director, shall preside at all meetings of the club and of the board.

- **Director of Administration:** The Director of Administration shall maintain all club records. He or she shall keep minutes of all meetings of the club and Board of Directors.

- **Director of Finance:** The Director of Finance shall have custody of all club funds, maintaining all necessary records, and, if necessary, depositing all such funds in a bank approved by the Board of Directors. He or she shall

- make all disbursements under procedures determined by the board of directors. He or she shall report the club's financial status at each meeting of the club and shall hold all records available for inspection by any club member.

- **Director of Marketing/Publicity:** The Director of Marketing/ Publicity shall oversee the club's marketing/publicity activities.

- **Board of Directors:** The Board of Directors shall be the governing body of the club. It shall make an annual report to the club to appraise all members and all the club's operations. It shall hold regular and scheduled meetings not less than once in a school term.

- **Election of officers:**

Elections of officers/directors shall be by a simple majority of the members present at a special meeting scheduled for the purpose of election. The members present can only be eligible to vote or be voted for if he or she is in good standing, especially by regular attendance and dedicated member/passionate membership.

- **Tenure of office:**

The tenure of office of all officers/directors shall be one school calendar year.

ARTICLE VII: ACTIVITIES & PROJECTS (SEA-Hub Mandates)

- SEA-Hub in each school is expected to start up a mini but sustainable business in their own capacity as part of their mandates. This is expectedto be achieved using their creative, innovative and critical thinking ability in problem solving as entrepreneurs with little or no capital.

- At least, once in a session, professional mentoring, career talks and coaching will be given to the members of the clubs on their meeting days in their respective schools.
- This will include invitation of successful and practicing entrepreneurs and BDCN who will share their experience and success stories with the members to inspire and motivate them.
- SEA-HUB members will also be taken on professional learning visits periodically to successful businesses, industries and similar ventures for practical professional/business orientation.
- Entrepreneurship competitions/business exhibitions will be organized between SEA-Hubs from different schools. This will provide a platform for the clubs from these schools to showcase their achievements in form of the business they have started which will be judged based on impact and sustainability. This event shall be co-facilitated by the Ministry of Education and the Business Development Committee Network (BDCN) or her equiva- lent where applicable.

ARTICLE VIII: FINANCE

The hub is expected to embark on activities that are only of minimal financial requirements. Monies generated from the creative business ideas of the hub shall be used to fund SEA-Hub activities. Each hub is expected to open a bank account (if considered necessary) of which signatories shall be the Managing Director and the Director of Finance. All expenses must be discussed during the meetings of the club while the Staff Advisor must approve.

ARTICLE IX: ACCEPTANCE OF CONSTITUTION

Every member of this club, by his or her acceptance of membership and continuation thereof, thereby accepts the principles of SEA-Hub as expressed

in its purpose and goals and submits himself or herself to and agrees to comply with and be bound by the constitution of this club, and on these conditions alone is entitled to the privileges of the club. No member shall be absolved from the observance of the constitution on the plea that he or she has not received a copy of them.

ARTICLE X: AMENDMENT

This constitution may be amended only by action of the Board of Directors that must be approved by a two-third majority of members of the club at a meeting specially scheduled for such. The amendment must be in the spirit of SEA-Hub and must be approved by the school authorities.

STUDENTS' ENTREPRENEURSHIP ACTIVITY HUB (SEA-HUB) IN NIGERIA

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