

Organizational Structure of Mother of Hope Cameroon (MOHCAM)

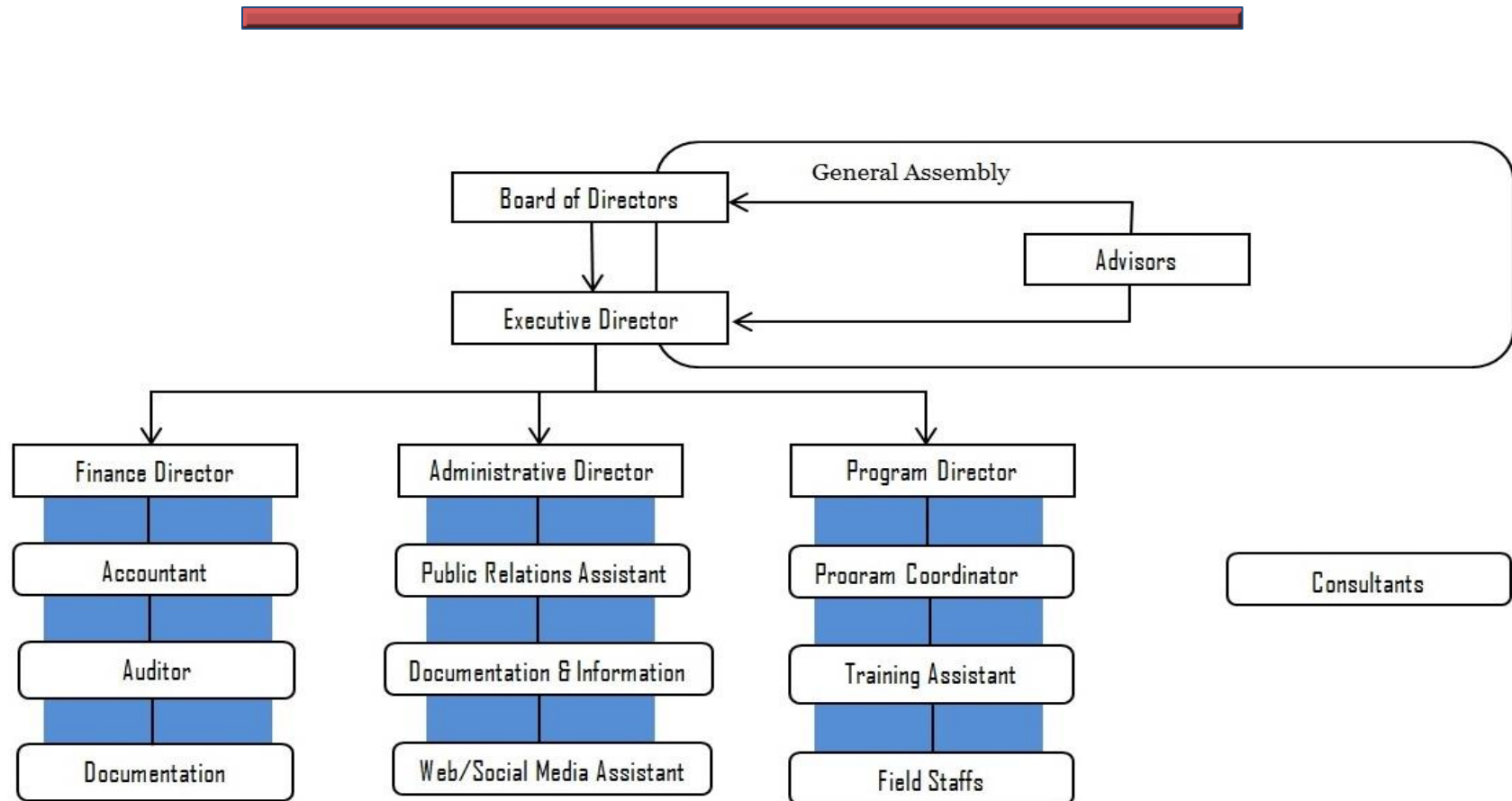


Figure 1: The Chart representing the Organizational Structure of MOHCAM

Top Management;

1) The Board of Directors

The top management and functional body of Mother of Hope Cameroon-MOHCAM consist of three entities - the Board of Directors, the General Assembly, and the Executive Director.

The Board of Directors of Mother of Hope Cameroon-MOHCAM is an appointed personnel designated to act on behalf of the shareholders of the organization in running of the day to day affairs of the organization. The appointed personnel's membership into the board of directors is voluntary and non-remunerative. The Board members are coordinated by a board chair who is elected by the members of the board. The Board is responsible for the supervision of the Executive Director, the development and the approval of the budgets of the organization. Be familiar with the organization by-laws and corporate charter (if applicable). The Board members ensure that the by-laws of the organization, policies and procedures, and charter are up to date. They ensure clear minutes are kept of all meetings. The Board members are kept informed on all activities of the organization. They attend meetings regularly and exercise their right to express their viewpoint. Speak up early if there is a potential conflict of interest. Make sure that all staffs are trained properly and there are clear job descriptions. Ensure that there are correct procedures in place for disbursement or receipt of funds, and that insurance is acquired to cover risk. Resign from the board if you cannot do the job. Ensure that the organization's programs are regularly evaluated. Board members are also responsible in the championing of the objectives of MOHCAM in and out of Cameroon. They can represent MOHCAM in public occasions or in larger communities. Board members help in the raising of funds for the projects of the organization. Board meetings are kept closed, though written proceedings, reports and the minutes may be made public for transparency purposes.

2) The Executive Director

The Executive Director is regarded as the as Coordinator, Chief Operating Officer, or CEO of MOHCAM. She is responsible for the overall direction of the organizations and functioning of MOHCAM. She is the overseer and moves the objectives and mission of the

organization. She is responsible for the managing of the day-to-day activities of the organization. The Executive Director is also member of the board and she is the executive secretary of the board of director. She works with collaboration with the board and reports to the Board.

3) Advisers

The Board of Directors and the Executive Director may be assisted by advisers. These advisers are technical supporting staffs who provide special advice to MOHCAM. They are appointed by members and must be individuals of befitting and upright behavior. They must be of good conduct and must have had been members of MOHCAM

4) General Assembly

General Assembly is a made up of all members of MOHCAM, including its board members and staff members. The General Assembly usually meets annually or biannually, and is held sequential to a Board Meeting. While day-to-day decisions activities and management are taken care of by the board, the executive director and the staff members, the General Assembly is the highest body that guides and advises the overall development and progress of MOHCAM. The general assembly helps in regulating the decisions, builds a transparent image for MOHCAM, in building trust with its partners and stakeholders, and with the general public. The general assembly helps in fund-raising activities. Members of the General Assembly can also participate in the meetings by proxy, usually deferring to the Executive Director to cast their vote when needed.

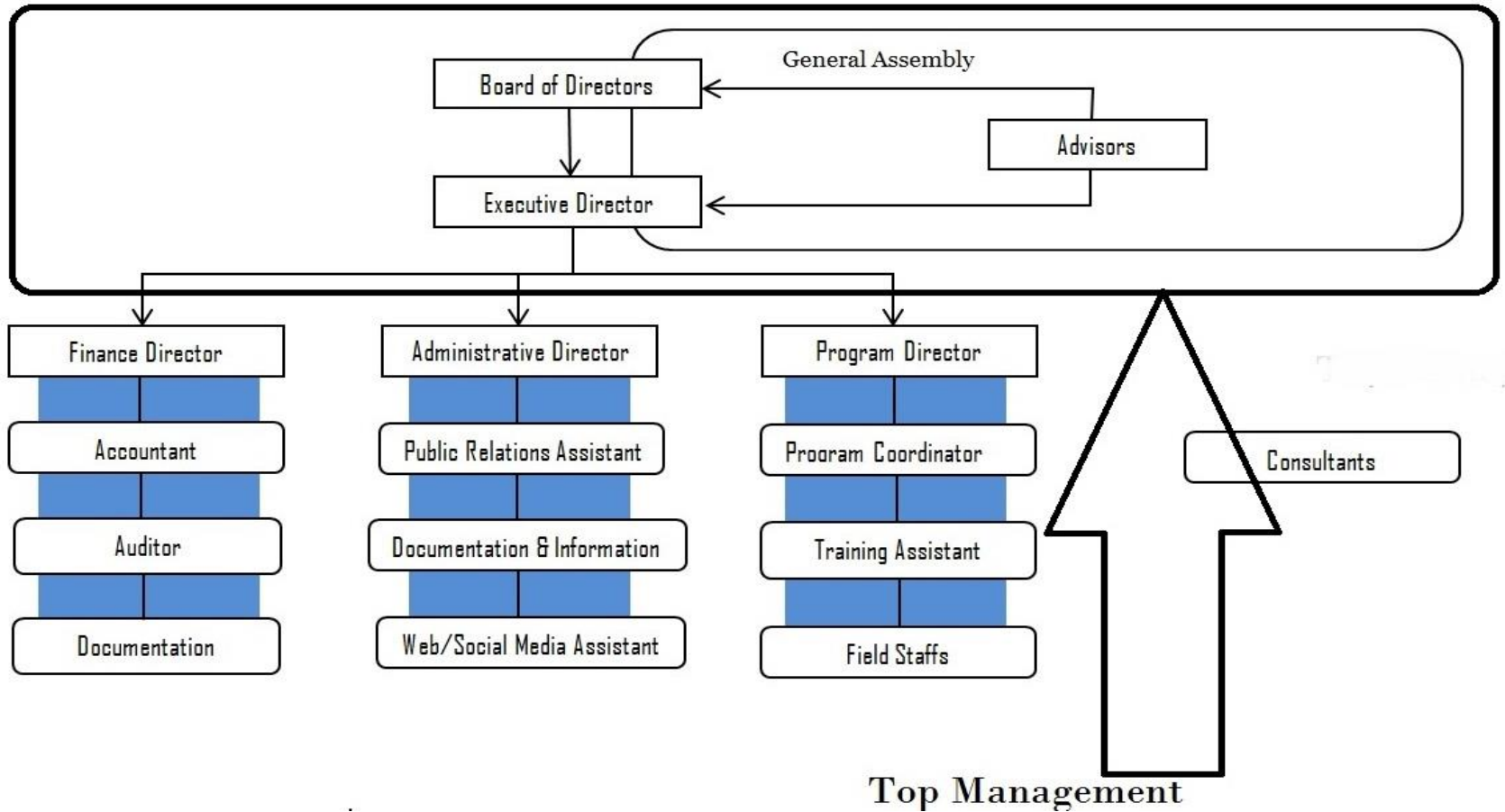


Figure 2: The block representing the Top Management of MOHCAM

Staff Members:

Staff members of MOHCAM are responsible for the day-to-day functioning, and implementing of its programs and projects. They report to the Executive Director, who overall is responsible for the MOHCAM's activities. Staff members of MOHCAM are divided into three groups - responsible for activities related to (1) administration, (2) publicity and (3) programs/projects.

1) Administrative Director:

The Administrative officer is in charge of the coordination of all administrative activities. The coordinating director manages all the staff members who are assisting him/her. This includes the Finance officer or the Membership Coordinator. Besides the financial management of an MOHCAM, a Finance officer is responsible for the fund-raising activities of MOHCAM. This means that he/she will have to work closely with the Finance Officer Assistant and all staff members responsible for communication and dissemination of information, as well as those responsible for programs/projects. The fund-raising responsibility may also fall under a separate position specifically set up for the purpose. The Finance director or membership coordinator manages MOHCAM's membership registration, membership fees, customer relations etc.

2) Public Relations Assistant

The Public Relations assistant uses all forms of media and communication to build, maintain and manage the reputation of the organization. He/she communicates and disseminates information regarding the activities of MOHCAM. He/she builds mutually beneficial relationships between the organization and the publics. She/he is responsible of information of all staff member at the level of management. The Public relations assistant trains, develops and leads the staff in building publicity for the organization. The Public relations officers plans and coordinates the different aspects of scheduling media communication and holding events use a wide range of media to build and sustain good relationships between the organization and the public through publicity campaigns. He/she is assisted by other staff members such as a Publications Assistant, or a Web/Social Media Assistant. The Public Relations assistant works closely with the Finance officer, Finance Officer Assistant or the Membership Coordinator and the Program director, to publicize the activities of

MOHCAM. Similarly, the publications assistant will have to work with the public relations officer and web/social media assistant in order to make sure the MOHCAM'S publications are disseminated widely and in a timely manner.

3) Program Director

The Program Director is the senior manager responsible for the overall success of programs of the organization. She coordinates all programs and project activities of MOHCAM. She is responsible for ongoing management of the organization and ensures that the desired program outcomes and objectives of the organization are delivered. She must have adequate knowledge and information about the organization and its programs to be able to make informed decisions as regards the organization. The program director is responsible for ensuring an appropriate programs or project management framework is in place, prepares the program brief, project initiation documents, securing resources and expertise for example, appointing professional advisers to support the project sponsor role, managing the programs and budget, including risk allowance, acting as sole point of contact with the program managers co-coordinating and fostering teamwork. She manages the program manager's performance of delegated responsibility. She establishes formal reporting arrangements on programs or project progress. She defines criteria for control and management of projects. She assists the executive director in the resolution of problems. She receives and reviews detailed reports on projects from the executive director. She ensures the executive director receives decisions on time. She establishes a common approach to major issues which arises in the organization. She establishing a mechanism to ensure regular dialogue with contractors/personnel's to promote problem solving, team working and risk sharing. The Program director is assisted by several others like the Project Assistants, Training Assistants, and other Assistants, depending on the number and the size of the projects being implemented. Also he is in charge of Short-term external consultants, who provide specific services for projects, or field staff who are hired to implement projects in targeted communities.

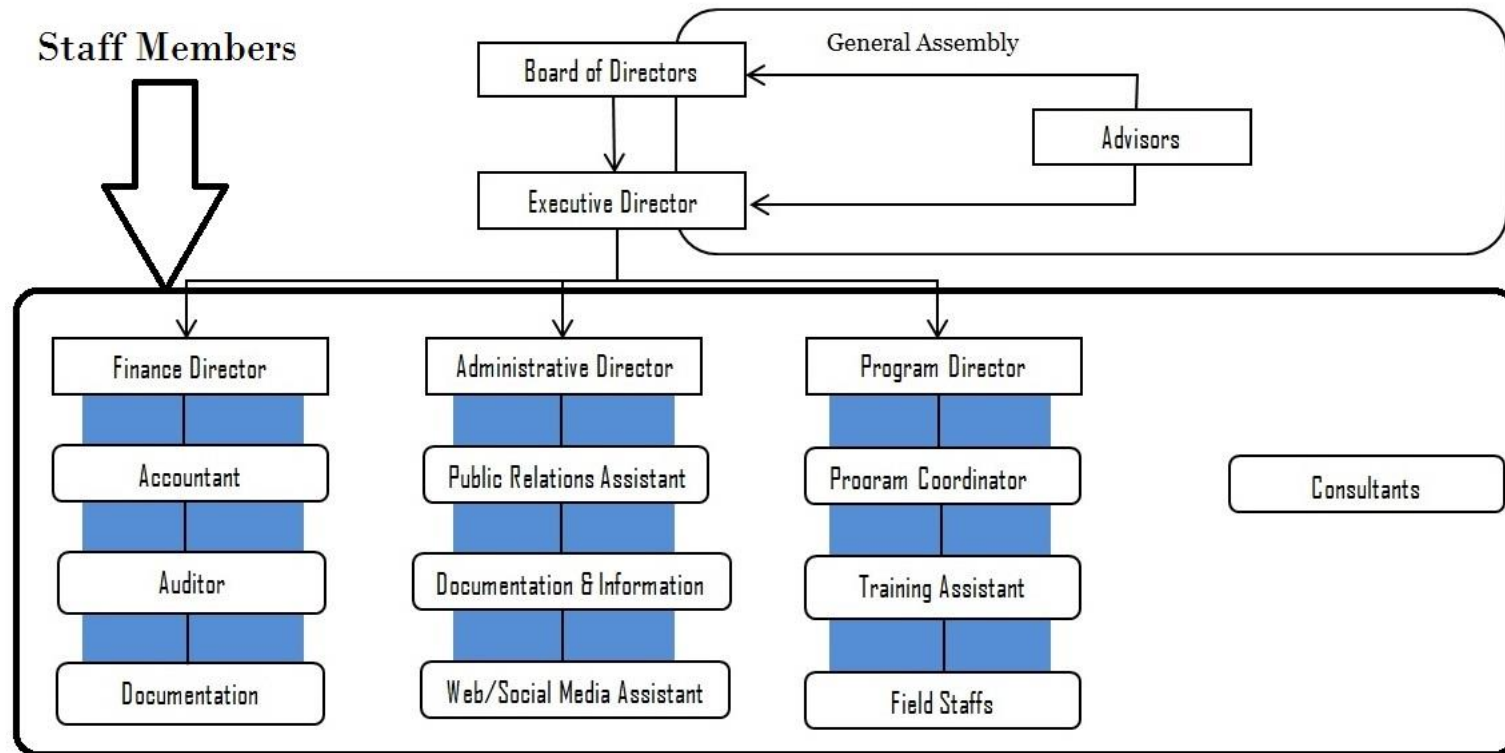


Figure 3: The block representing staff members of MOHCAM

4) Finance Director:

The financial director is responsible for planning, organizing, auditing, accounting for and controlling of the financial health of the organization. She produce financial reports, direct investment activities, and develop strategies and plans for the long-term financial goals of the organization. She is responsible for managing the budget, allocating money to different projects, figuring out the financial projections for the organization. The development of new products and knowing how much the product is expected. The

financial director uses data and ensures that the business has enough cash to pay upcoming financial obligations without hoarding assets that could otherwise be invested. She is also responsible for financial planning and record-keeping, as well as financial reporting to higher management and the Executive Director. The financial director is not just an expert at financial projections; she is in charge of the accounting operations and strategies of the coming years of the organization.

5) Project Director:

The Project director develops the Project Plan with the team and manages the team's performance of project tasks. It is also the responsibility of the Project Manager to secure acceptance and approval of deliverables from the Project Sponsor and Stakeholders. He/she ensures accurate and timely reports of projects and project personnel's. The Project director is responsible for communication, including status reporting, risk management, escalation of issues that cannot be resolved in the team, and, in general, making sure the project is delivered in budget, on schedule, and within scope. Project director is a project management role in which he/she strategically oversees monitors and manages all the organizational projects. As the most responsible authority of the project management, he/she is charged with managing team members and allocated resources, planning, organization, leading and controlling of projects. He/she coordinates activities, equipment, and information of all projects. The project director works in collaboration with project team members who are responsible for executing tasks and producing deliverables as outlined in the Project Plan. On larger projects, some project team members may serve as team leads, providing task and technical leadership, and sometimes maintaining a portion of the project plan.

6) Peace and Development Director:

The Peace and development director coordinates activities of the peace and development programs. He/she is in charge of the planning and implementation including budgeting, recruitment, reporting and procurement. She/he organizes activities

accomplishing the project goals, including facilitation and trainings. She/he analyses the political, social, economic and cultural dynamics of developmental situations, prepares regular information updates, analyzes and monitors the emerging development perceptions which enhance development. Promotes national and international exchanges of knowledge and experience, and develops information-sharing initiatives. Supports, conducts, and facilitate capacity-building and training in peace education, agriculture and community development. Builds strong cooperative relations with government authorities at all levels (national, regional and local), civil society actors (including NGOs, academic institutions, churches, private sector), and donors, related to the implementation of the project. She/he will enhance programs on peace building, conflict prevention and recovery processes.

7) Legal Adviser:

The Legal Adviser handles all legal issues that pertain to the organization. He/she advises clients regarding legal issues and proceedings. He/she answers all legal questions within the organization, review contracts and other legal documents, and sometimes supervises the work of other attorneys and paralegals working in partnership with the organization. He/she prepares and files legal documents, such as lawsuits, appeals, wills, contracts, and deeds of clients of the organization.

Present facts in writing and verbally to clients or organization and argue on their behalf. He/she conducts lawsuits for the organization or drafts contracts with partners. He is consulted on major government or corporate issues concerning the organization. As advocates, He/she represents the organization in criminal or civil trials by presenting evidence and arguing in support of the organization and its clients.

The staff positions and responsibilities outlined above are not, of course, fixed. MOHCAM may have oversees staff members too. In situations of insufficient staff shared/related responsibilities can be held by one person. For example, related responsibilities of the Finance and Public Relations officer can be handled by the same staff member.