

Overview of the Organisation Structure & Roles & Responsibilities of NGO Partner

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Thank you for your interest in our Program. Joy of Giving Global Foundation always tries to bring people & NGOs together for development and to reach their Mission & Vision.

Our Mission is to help Grass root Level organisation Member by increasing their Funding Resources through a Structured, Positive & Professionally by “JoyofGivingonline.com” Program that enables them to develop long Term Meaningful Relationships with Quality & efficient Assistancess.

With Pleasure, we Present “JOY OF GIVING GLOBEL FOUNDATION” to you

For BlueBird Welfare Organisation

Punith Kumar

Managing Director

❖ **What is Core Committee?**

It is a high level committee formed by the representatives from different governmental and non-governmental organisations in India. The key role of the committee is giving necessary guidance and support to the chair.

Core Committee will be represented as a Governing Body,

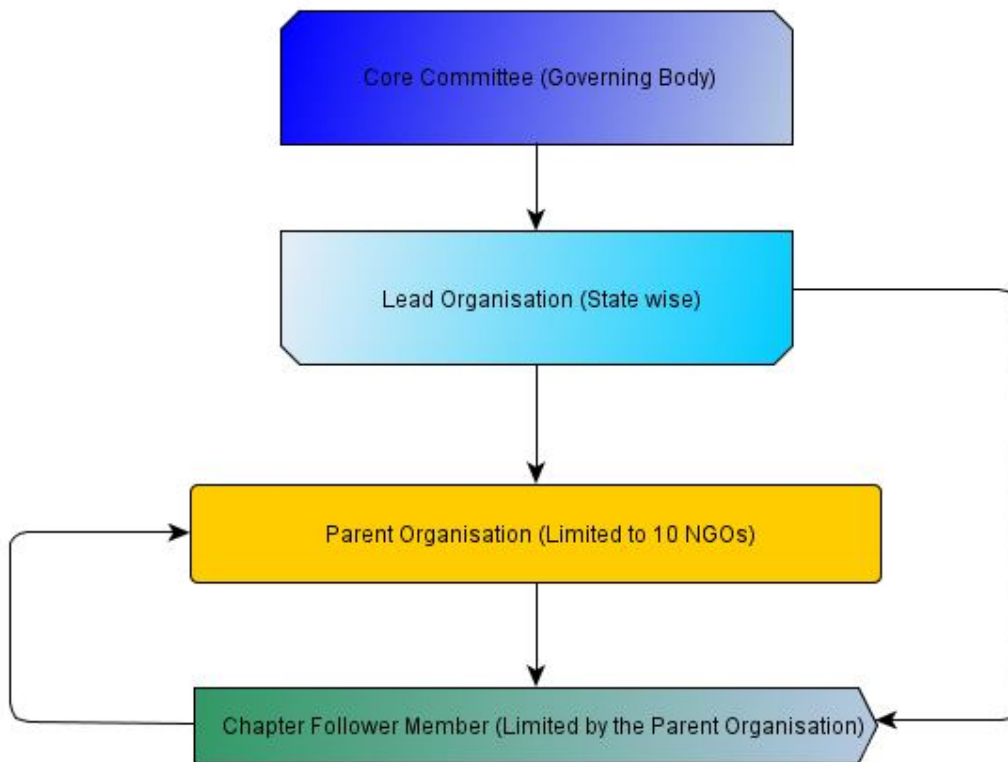
The idea behind the Core Committee “JOY OF GIVING GLOBAL FOUNDATION” is to understand and explore the channelizing of resources by adapting various NGOs in India & abroad. The NGOs (3-4 in number) on the basis of different parameters and an analysis will be done in a formation of a core committee. The analysis threw light on various gaps and the lacking areas of NGOs and also a unique self Monitoring strategies will be used by all the associated NGOs.

Core Committee is called as JOY OF GIVING Global Foundation. And a Key Member form the each Organisation will be represented as Committee Member (Body of Director)

The Core Committee /board should understand and regularly review the risks to which the organisation is subject and take action to manage the risks identified.

Core Committee is responsible for safeguarding the organisation, its assets and third parties, including staff and volunteers. This requires being aware, not only of the current activities and circumstances of the organisation, but also being mindful of what could happen in the future in order to minimise any potential negative impact on the organisation. Assessing and managing these risks is key for any Management Committee wishing to demonstrate effective management and accountability.

The Below organisation Structure will give us the more & clear idea about the organisation functional areas & Complete Process.



(ORGANISATION STRUCTURE OF JOY OF GIVING GLOBAL FOUNDATION)GOVERN BODY

Risk describes the uncertainty surrounding events and their outcomes that may have a significant effect, either positive or negative, on:

- Operational performance;
- Achievement of aims and objectives; and
- meeting expectations of stakeholders.

No activity is risk free. Every action we take, from crossing the road to trying something for the first time, is a calculated risk. Even with good planning it may be impossible to eliminate the risks from any activity. However if something does go wrong, the existence of an effective risk management strategy should help to lessen the impact.

❖ **What is the Legal Registration of the Core Committee?**

www.Joyofgivingonline.com as web based online portal will be registered as LLP (limited Liabile Partnership Company) with the help of investor.

Joy of Giving Global Foundation will be registered under company act 1956(section 25 (1) (a) (b)

Joy of Giving Global Foundation will come with the capital of Rs 40 Lakh for asset (such as infrastructure, vehicle; advertisements, employee, Technologies etc) and we will not limit with our running cost as any budget.

❖ **Overview of Roles & Responsibilities of Core Committee (Governing Body) is as follows:**

The Core Committee plays an important role in the organisation as both leaders and decision-makers. Their overall responsibilities are summarised below.

Vision and Leadership

The Core Committee ensures that everything the organisation does supports its vision, purpose and aims. They establish the fundamental values, the ethical principles and strategic direction in which the organisation operates.

Accountability

The Core Committee must account for everything the organisation does, including its spending and activities. The Core Committee is accountable to the membership of the organisation and other key stakeholders such as funders and donors. The Core Committee monitors and evaluates all areas of the organisation's performance.

Keeping it Legal

The Core Committee ensures compliance with all relevant legal and regulatory requirements and seeks guidance around any uncertainties. Everything the Core Committee and the organisation do must also be in line with its governing document, e.g. constitution or memorandum and articles of association.

Financial Oversight

The Core Committee ensures that all money, property and resources are properly used, managed and accounted for. In order to be accountable, suitable systems must be in place and kept up to date.

Managing Staff and Volunteers

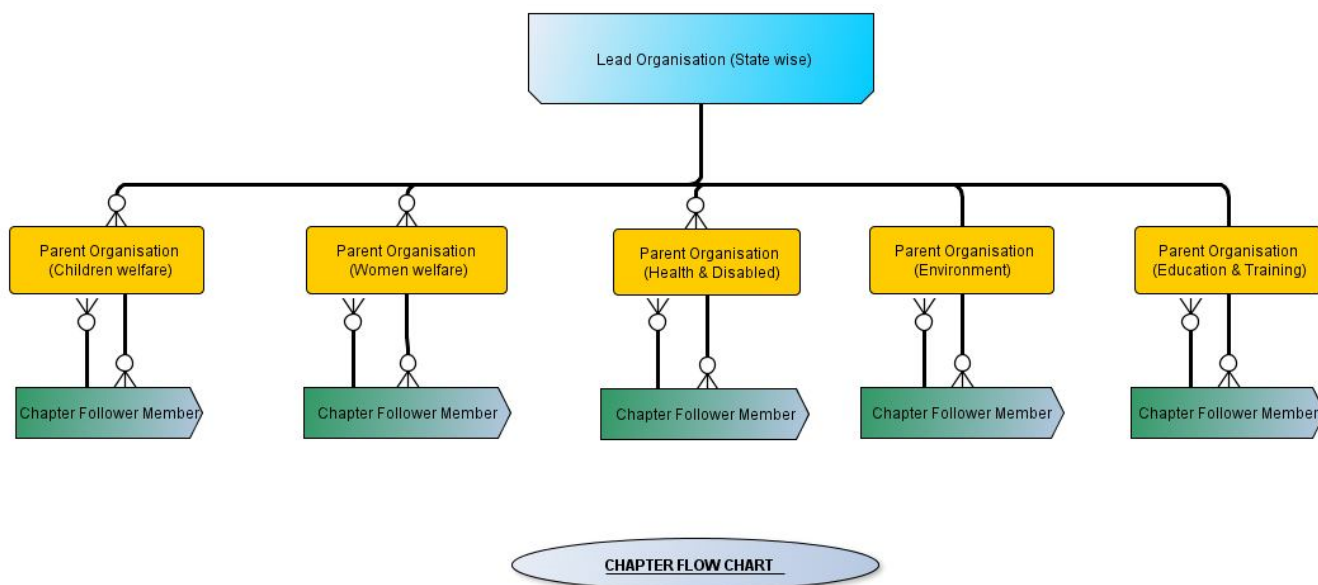
In organisations that employ staff, the Core Committee is essentially the employer. They must ensure that appropriate policies and procedures are in place for staff and for volunteers, and that both are properly managed and supported. The Management Committee, usually represented by the Chairperson, also directly line manage the most senior staff member.

ABOUT CHAPTER

❖ Each Chapter Consist?

- ✚ Lead Organisation (State wise)
- ✚ Parent Organisation (Limited to 10 NGOs)
- ✚ Chapter Follower Member (Limited by the Parent Organisation)

The Below Flow Chart will give us the more & clear idea about the organisation functional areas & Complete Process.



❖ What is Lead Organisation & its Minimum Eligibility?

It is a State level committee member formed by the representatives of an non-governmental organisations in India from there representative State.. The key role of the Lead Organisation is to give necessary guidance and support to the Parent Organisation.

Note: Lead Organisation (State wise)

❖ Minimum Eligibility of a Lead Organisation?

Organisations must have been legally registered for at least three year in their regions they must be non-profit, non-government (NGOs or CBOs) and private enterprises may engage in partnership with another organisations. They must have a valid FCRA registration Certificate for their Organisation.

❖ Overview of Roles & Responsibility of Lead Organisation

Compliance

The Lead Organisation must ensure that the organisation understands and complies with its own governing document, relevant laws, contractual obligations and the requirements of any regulatory bodies.

Internal controls

The Lead Organisation should maintain and regularly review the organisation's system of internal controls, performance reporting, policies and procedures.

Equality and diversity

The Lead Organisation must ensure that it upholds and applies the principles of equality and diversity and that the organisation is fair and open to all sections of the community in all of its activities.

Prudence

The Lead Organisation must act prudently to protect the assets and property of the organisation and ensure that they are used to deliver the organisation's objectives

Managing risk

The Lead Organisation should understand and regularly review the risks to which the organisation is subject and take action to manage the risks identified.

A Management Committee should be in a position to state that:

- They are aware of the major risks faced by the organisation;
- They are taking all reasonable steps to reduce the likelihood and/or impact of these risks; and
- They are satisfied that the remaining level of risk to the organisation is acceptable.

By doing so, they are demonstrating to funders, supporters and other stakeholders that they are taking a responsible, considered approach to managing the organisation and its assets. It should also be reassuring to Management Committee members themselves as they are able to identify developments that could threaten their ability to perform their role effectively or could expose them to liabilities.

Terms of reference

Terms of reference are used to set out the parameters within which the authority is delegated to sub committees, standing groups, advisory panels etc and specify how the group is accountable.

They should always be produced in writing and made available to all members of both the Management/Core Committee and the relevant Lead Organisation, Parent Organisation & Chapter Follower Member. Terms of Reference should be reviewed at least annually.

❖ What is Parent Organisation & its Minimum Eligibility?

It is a State level sub-committee Member formed by the representatives from different non-governmental organisations in India from their representative State. The key role of the Parent Organisation is to give necessary guidance and support to the Chapter Follower Member

Note: Parent Organisation (Limited to 10 NGOs)

Organisations must have been legally registered for at least three years in their regions they must be non-profit, non-government (NGOs or CBOs) and private enterprises may engage in partnership with other organisations. ***They must have a valid 80G registration Certificate for their Organisation (Preferable FCRA registration Certificate.)***

❖ Overview of Roles & Responsibility of Parent Organisation

Community business/Social enterprise

Social enterprises are mainly non-profit-distributing, but their institutional form is creatively chosen - from forms such as voluntary, co-operative, mutual or companies limited by guarantee. They seek high levels of accountability to their stakeholders.

Financial oversight

Management committees sometimes express confusion over who should be responsible for financial management. Although staff may be employed, it is the duty of the Parent Organisation to ensure that the organisation complies with accepted good practice.

Equality and diversity

The management committee/board must ensure that it upholds and applies the principles of equality and diversity and that the organisation is fair and open to all sections of the community in all of its activities.

This means in practice that the Parent Organisation needs to ensure that equal opportunities and diversity principles are applied in all areas of the organisation's work. The only variation to this principle may be where an organisation is set up to serve one particular section of the community e.g. women welfare/Children Welfare or Health. In these contexts an approach based wholly on equal opportunities and diversity may not be possible. The principles may need to be adapted to ensure the service is provided appropriately and as far as possible within the context of equal opportunities and diversity.

In general, Parent Organisation needs to ensure that equal opportunities and diversity are promoted and upheld in all aspects of the organisation's work. The Parent Organisation is also responsible for ensuring that the organisation complies with all relevant legislation in relation to employment or the provision of goods and services.

❖ *Key areas for consideration are:*

1. The identification and assessment of needs to be met;
2. Allocation of resources, making of grants and provision of services;
3. Membership of the Chapter and any sub-committees;
4. Staff recruitment, selection, training and conditions of service;
5. Communication with Chapter Follower Member, stakeholders and the public;
6. Accessibility of meetings and communications; and the buying of goods and services.

❖ **What is Chapter Follower Member & its Minimum Eligibility?**

Organisations must have been legally registered for at least one year in their regions they must be non-profit, non-government (NGOs or CBOs) and private enterprises may engage in partnership with another organisations. **They must have a valid bank account.**

The necessary guidance and support will be given by the Parent Organisation & Lead Organisation from there representative State

Note: Chapter Follower Member are Limited by the Parent Organisation from there representative State as per the monitoring & its Requirement

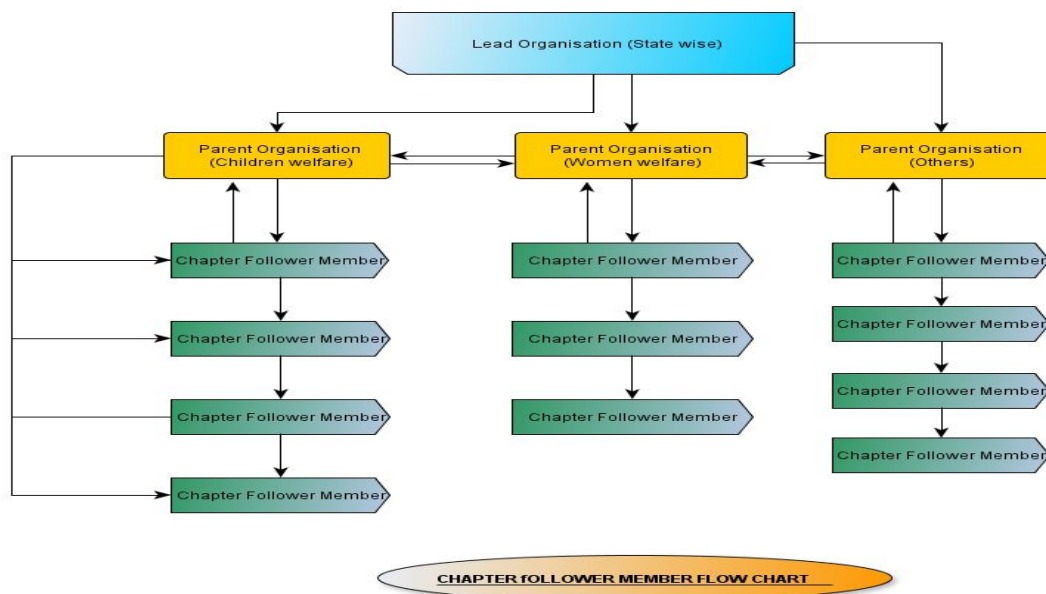
❖ **Roles & Responsibility of Chapter Follower Member**

Chapter Follower Member is set up so that a small group of Organisation members (and sometimes co-opted experts) may focus in detail on a particular issue. This allows the Chapter Follower Member to ensure that sufficient attention is being paid to the detail of specific issues without one topic dominating the committee agenda at every meeting. An example of this may be a Chapter Follower Member dealing with finance and personnel, fundraising or a specific project such as a new building or a merger.

The Chapter Follower Member is responsible for all decisions taken by the Parent Organisation so members should satisfy themselves that the process for monitoring progress is sound. As with any delegation it is also essential that the membership of the Chapter Follower Member are people with relevant expertise and that they are given sufficient information about the role and appropriate support in carrying out their duties.

Each Chapter Follower Member should have clear terms of reference agreed by the committee and regularly reviewed. Terms of reference are written guidelines that clarify the role, purpose and responsibilities given to a Chapter Follower Member. A reporting mechanism should be put in place so that the main committee can be kept up to date with progress, consider proposals from the Chapter Follower Member and ratify any decisions taken by the Parent Organisation within its terms of reference.

The Below Flow Chart will give us the more & clear idea about the Chapter functional areas & Complete Process.



Terms & Ethics

The Philosophy of our Organisation is built upon the idea of Joyofgiving with organisation who work with their passion toward development of society

- Review/comment on Core Committee work product
- Recognize the organisation member who will not attend the meetings, and you may not want to be left out of this process. Thus, a Core Committee has been created to perform a variety of tasks to administer this grant.
- At certain points, the Core Committee will share and vet information that has been produced with the Lead /Parent Organisation. This information may be shared with a broader group of organisation, as well.
- There will be times when the Core Committee will be asked to make decisions
- Committee meetings can be open to the public;
- Lead/Parent Organisation can attend a Core Committee meeting whenever you wish.
- One monthly Meeting will be compulsory (and twice monthly at certain phases of the project)
- Create Scope of Work for Required Projects
- Serve on interview panel for selection of Organisation & Programs
- Review work product and deliverables of the Program
- Evaluate and select preferred alternative(s)
- Take the initiative and ethical responsibility to exercise good judgment and recognize when the Core Committee should consult Lead /Parent Organisation

CODE OF ETHICS

When evaluating organisation/committee, please apply the following code of ethics to the various situations. this is not meant to be a list of specific but can be applied in principles to almost any conflict or complaint.

Upon Acceptance to Joy of Giving Global Foundation, I agree to abide by the following code of ethics during the service of my Participation in the organisation.

I will provide the Quality Services

I will be truthful with Chapter Member

I will Build Goodwill & Trust among Chapter Member

I will take responsibility to fulfill the given Task.

I will live up to the ethical standards of my Profession & given Responsibilities'.

You're One to one with Joy of Giving

As said Regular meeting is very Important & Compulsory. It's as simple to scheduling one meeting in a Month.

Monthly Chapter Lead Organisation Meeting

- Lead Organisation & all Parent Organisation of their Chapter.
- Meeting as to be schedule with in Last week of every Month (as per date is 20-25th Every Month)

Monthly Parent Organisation Meeting

- Consent Parent Organisation & all Chapter follower Member with their Chapter.
- Meeting as to be schedule Before 15th of every Month (That is 1st -15th Every Month)

❖ **How to Schedule your One to one Meeting**

1. Set Venue Time & Date

(Venue: It is better if each meeting is conducted in each of the organisation Place/Office, So that everybody can share their View & Learn more about each work)

2. Prepare Your Worksheet / Biography Sheet.
3. Exchange information (such as State/Central Program .Etc)
4. Bring Worksheet to one to one
(Work Sheet: Complete Details & Report of Requirement of the organisation & its programmers.
5. Introduce the Guest(Support, Local body, or any Key member in the Society)
6. Commit & Agree on the Goal.(Short term & Long Term Goals)
7. Review/comment on Core Committee work product
8. Recognize the organisation member who will not attend the meetings, and you may not want to be left out of this process. Thus, a Core Committee has been created to perform a variety of tasks to administer this grant.
9. Create Scope of Work for Required Projects
10. Serve on interview panel for selection of Organisation & Programs
11. Review work product and deliverables of the Program
12. Evaluate and select preferred alternative(s)

We Sincerely hope that this overview of the Organisation & given Information for NGO Partner as help you to understand the JOY OF GIVING GLOBEL FOUNDATION traditions.