

CHAPTER IV

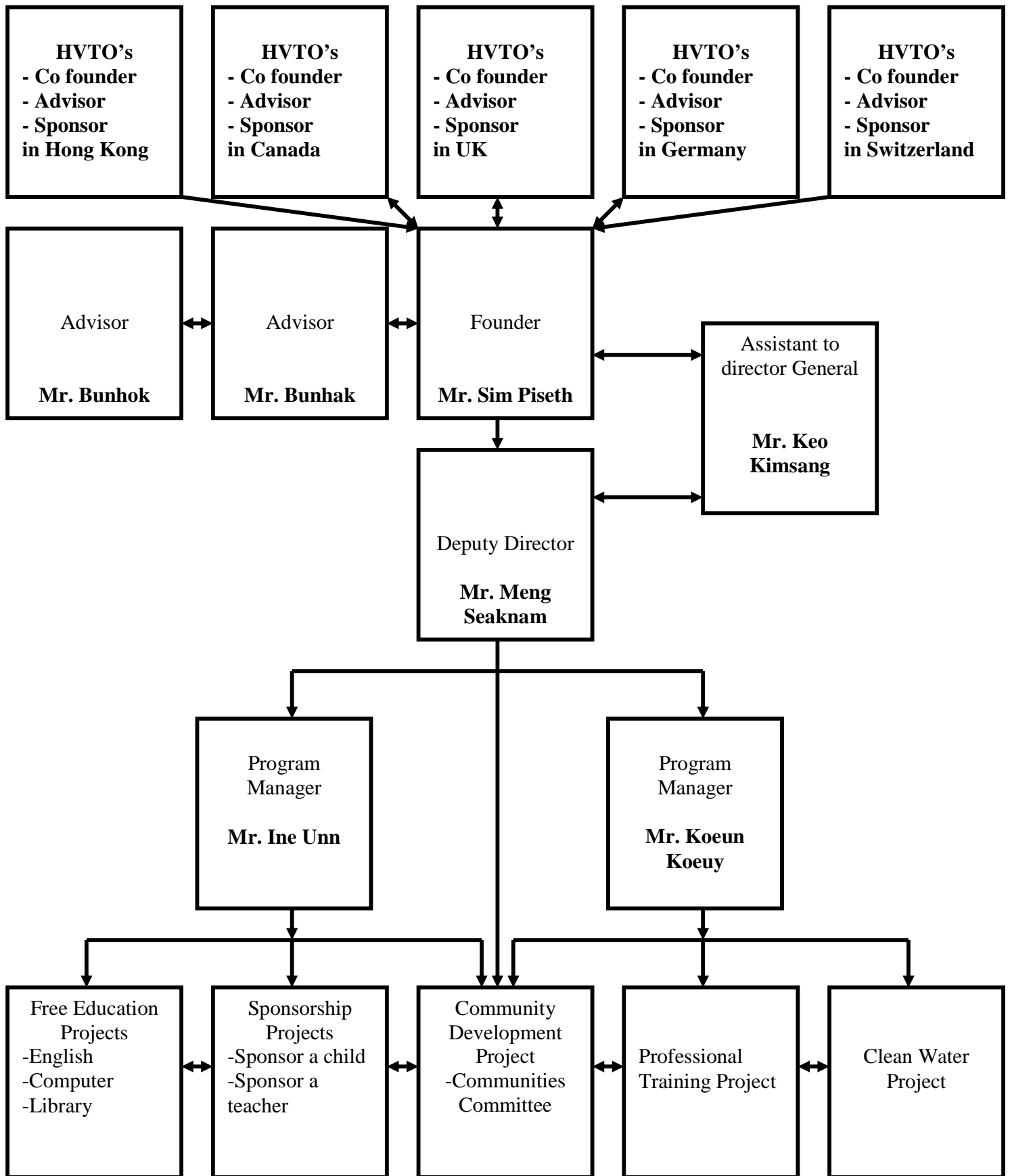
Structure, Function and Duty

UNIT 12: HVTO is a small organization with the following simple administration structure.

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| 1. Foreign Co founders, advisors and sponsors | = unlimited |
| 2. Local Co founders, advisors and sponsors | = unlimited |
| 3. Director | = 1 person |
| 4. Deputy Director | = 1 person |
| 5. Assistant to Directors General | = 1 person |
| 6. Program Manager | = 2 persons |
| 7. Staffs for Free Education Projects | = unlimited |
| 8. Staffs for Sponsorship Project | = unlimited |
| 9. Staffs for Clean Water Project | = unlimited |
| 10. Staffs for Community Development Project | = unlimited |
| 11. Staffs for Professional Training Project | = unlimited |
| 12. Homestay | = unlimited |

Please have a look at our Organization Chart below:

HVTO Organization Chart



UNIT 13: Administrative Council

- The Administrative Council is the managing group in the organization with at least **2** positions chosen from the **BUILDING MEMBERS**.
- The term of Administrative Council is from 3 to 5 years.

UNIT 14: The Administrative Council must hold an annual meeting on the invitation of Council president and they can be called for special meetings at any time on the invitation of the Council president.

Legal method, Agenda, place and time is the responsibility of the coordinating and programming manager or secretary as ordered by the President of the organization.

UNIT 15: The meeting has the following functions:

- To control and discuss existing and past projects.
- To control and discuss the cost of new budgets for new programs, recruiting new staff and reviewing on the signatures on important contracts.
- To control and check work-reports and discuss finances for a year period.

UNIT 16: Every decision of the meeting of Administrative Council must be approved by 2/3 of members of the Administrative Council.

UNIT 17: The Director and Deputy Director of the organization

The Director and Deputy Director of H.V.T.O have a mandate for 3 to 5 years to be chosen by the Administrative Council. The Director and Deputy Director can continue after the mandate termination unless the council holds an election to replace a Director or Deputy Director.

The Director has the following obligations and duties.

- To be responsible for the general workings of H.V.T.O.
- To be responsible for Income and Expenses and to set the Budget Plan for the project.
- To execute the goals or purpose of the organization successfully.
- To find financial sponsors or fund raising to support the organization so that it can go on indefinitely.
- To sign all official documents.
- To arrange meetings with the administrative council.
- To prepare reports for the meetings and for the related departments.

The Deputy Director has the following responsibilities:

- Be substituted for director when he is in absence for any opportunities.
- Work with management to analyze program proposals and program objectives.
- Assist in employee recruitment, performance evaluation, promotion, retention

and termination activities.

- Follow and enforce HVTO policies and regulations.
- Monitor and control expenses within allotted budgets.
- Develop program plan, budget, schedule, and scope.
- Resolving problems, reviewing program evaluations and approving the annual budget and report
- Attending meetings with Donors, Governmental official for implementation of new policies and settings.
- Reviewing financial transactions and reports, forming coalition teams of the Volunteers with local communities for their solution of problems.
- Identifying new Companies for attaining funds and providing administrative guidance to the Volunteers and juniors, assigning and scheduling their work and motivating them to complete the target inside deadlines.
- Serving as a representative of the organization while attending community and charitable meetings.
- Organize job trainings for HVTO staffs and maintain training materials.
- Submit report to director

UNIT 18: Program Manager.

The main purpose of appointing a Program Manager is to be responsible for the daily activities of HVTO and to interact with the officials of the Government and other policy influencing bodies. So She/he is responsible for the following statements:

- Daily activities of team and provide assistance whenever needed.
- Serving as a representative of the organization while attending community and charitable meetings.

- Having good knowledge regarding rules and regulation of the Government agencies, filing of reports as per monthly, quarterly and yearly end date according to the guidelines.
- Planning strategies and implementation of the organization's programs and services.
- Manage a team in planning and executing programs.
- Work with management to support program execution.
- Develop program management standards and methodologies to achieve program goals.
- Perform resource allocation and workload assignment for timely deliveries.
- Perform negotiations with local authorities as needed.
- Ensure that program deliverables meet quality standards and project requirements.
- Develop best practices to improve program performance.
- Develop and maintain program documentations.
- Organize job trainings for HVTO staffs and maintain training materials.
- Documentation of new policies, decisions and filing of documents to create an organizational memory in the archives.
- Submit monthly report of each program to deputy director or director.

UNIT 19: The removal of a member, staff or an administrative council member from his/her position can only be done with the decision of a meeting of the Administrative Council.