

Matumaini Mapya has the following organization structure:

- i. The General Meeting
- ii. The Board of Directors
- iii. The Secretariat

#### 1.0 The General Meeting

- (i) The organization has the annual General Meeting.
- (ii) The General Meeting constitutes all members and is the supreme organ of the Organization
- (iii) The General Meeting meets at the end of each calendar year to receive the overall reports of the Organization from the Board.
- (iv) The Secretary (Coordinator) gives at least one month's notes of the Annual General Meeting and the agenda are circulated at least two weeks before the proposed meeting date.
- (v) An extra-ordinary General Meeting can be called upon receiving a petition by two fifth of ordinary and permanent members (altogether) demanding it and such petitioners, shall, along with that petition present the agenda for that meeting, OR when called by the Board. The Secretary issues a thirty days notice calling the Extra-ordinary General Meeting.
- (vi) The General Meeting elects members of the Board in every four years with the exception of the Secretary/ Coordinator, who under normal circumstance is elected by same organ once in his/ her lifetime of holding office of the Organization.
- (vii) The Chairperson ordinarily presides over the General and Board meetings.
- (viii) Unless otherwise stated in this Constitution, decisions of the General Meeting is reached by a simple majority of members present and voting. In case of a tie the Chairperson has a casting vote
- (ix) The quorum is at least half of voting members.

#### 2.0 The Board.

(a) The Board constitutes of:

- (i) The Chairperson
- (ii) The Secretary (Coordinator)
- (iii) The Patron
- (iv) One permanent or ordinary member
- (v) One representative of widows and/ or widowers
- (vi) One representative of orphans and/ or most vulnerable children (OVC/MVC)

❖ For Board members falling under categories 2.0 (a)(v) and (vi) above, if proposed from outside the organization members, she/ he shall at least, be conferred with Honorary membership or be asked to become an Ordinary member.

(b) The Board:

- (i) Is responsible to the General Meeting
- (ii) Is in power for four years term with the exception of the Secretary, but can be re-elected
- (iii) Employs workers to run the day-to-day activities of the Organization.
- (iv) Formulates and oversees all programs and plans of the Organization
- (v) Is responsible for taking disciplinary measure(s) against any Organization member, leader or employee for misconduct.

- (vi) Approves/ disapproves any disciplinary measure(s) taken against any Organization employee/ worker with the exception of the Coordinator for misconduct.
- (vii) Meets once per three months under normal circumstances.
- (viii) When, one of the posts of its members falls vacant before expiry of the term of office, fill it immediately by nominating one of its members [for the posts falling under categories 13.3 (a) i-iii] of the Organization's Constitution; by nominating one of the Organization members (for the post falling under category 13.3 (a) iv; or report to the election bodies in question for those falling under categories 13.3 (a)v-vi and finally report to the General Meeting for further action.
- (c) The Board may establish such number of sub and/or ad hock committees or departments, as may be necessary for the smooth and effective functioning of the Organization
- (d) The Board for one reason or another may invite any person to attend any of its meetings in a non- voting capacity.

3.0 **Organization departments:** The organization has the following departments

- a) **Finance and administration:** This department deals with supervision and administration of all human and financial resources.
  - Personnel: The organization has two types of personnel as follows:
    - (i) Full and part-time staff:
    - (ii) Volunteers
  - Staff meeting
    - (i) The organization has staff meetings
    - (ii) Staff from all 3 departments/ programs of the organization under normal circumstances meet once in a month under the chairmanship of the Coordinator to discuss all issues pertaining to programs/ projects implementation, human resources, problems/ challenges encountered during the prescribed period, various directives from organization leadership, and the way forward
- b) **Women and children:** This is the core department of the Organization. It deals will all matters pertaining to women and children
- c) **Monitoring and evaluation (M&E)**

Monitoring of programs is a routine work of our organization. During implementation of our programs it is planned to check periodically whether the work is on or off track in order to prevent distortion before it is too late for remedy

Evaluation of our programs bases on programs/ projects monitoring, review and follow-up reports. It addresses technical issues, problems/ weaknesses, successes/ strengths and significant issues as well as budget account

3.1 **The Secretariat:**

It is a four member committee headed by the Coordinator. It is comprised of heads of Organization's departments/ programs which implement and supervise the day to-day organization activities

- (a) The Secretariat comprises of the following:
  - (i) The Coordinator; as the chair and head of organization's human resources
  - (ii) Heads of 3 Organization's department/ programs

(b) The Secretariat;

- (i) Runs the day to day office duties plus constant contacts with the Board
- (ii) Is responsible to the Board
- (iii) Executes all programs/ plans formulated by the Board.
- (iv) Is employed by the Board
- (v) Meets weekly under normal circumstance
- (vi) The Coordinator shall preside over all meetings of the Secretariat

### 3.2 Programs of the organization:

#### a) **Education and training**

Under this program the Organization provides legal aid services to widows and orphaned children who cannot afford lawyers' fees. It involves counselling, preparation of court documents and where necessary, representation in courts.

Also, under this program, widows are trained on their rights, basic laws and by-laws that directly or indirectly affect their daily lives or are likely to affect them. Also, the program deals with sensitization of community members on widows, orphans and vulnerable children's rights.

#### b) **Widows and caregivers economic empowerment**

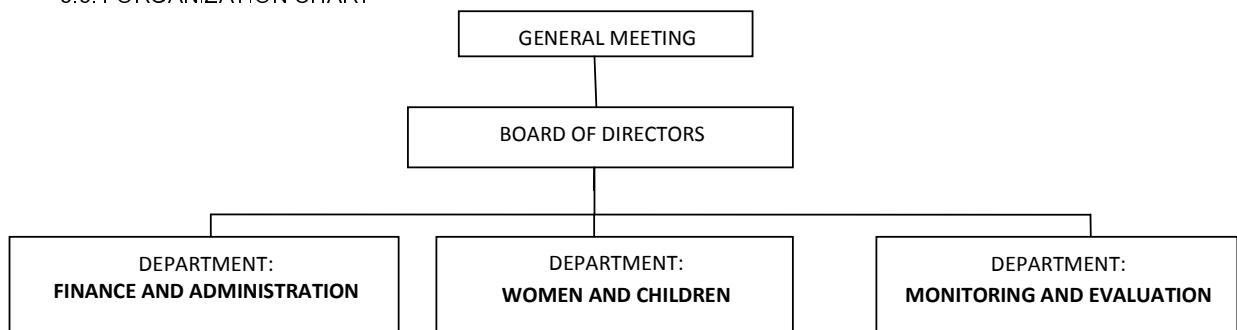
Under the program, widows and caregivers are trained on business skills before offering them grants and/ or loans. Also; widows and caregivers, out of school orphaned girls particularly those living in children-headed households are offered small loans and grants.

#### c) **Orphans and most vulnerable children (OVC/MVC) empowerment**

The program deals with provision of direct support for education to orphans and most vulnerable children (OVC/MVC) by paying them school fees and other contributions, provision of school uniforms, scholastic materials, etc.

### 3.3 Summary of organization and staffing structures

#### 3.3.1 ORGANIZATION CHART



### 3.3.2 THE SECRETARIAT (Staffing structure)

