

ALL FROM KONO AND AFFILIATES ORGANISATION



Webseite: www.afkaf.org ***** Email: allfromkono.org@outlook.com

1. NAME ALL FROM KONO and AFFILIATES ORGANIZATION CONSTITUTION

The name of the Organization shall be;

ALL FROM KONO AND AFFILIATES ORGANIZATION.

2. The Organization shall be located at: United Kingdom, 13Beresford House, Bowen Drive, West Dulwich, London.

3. **AIMs:** The Aim of the Organization shall be to provide project and programs of social, educational and recreational activities within a safe and secure environment. Members given support to the Kono district/Sierra Leone, UK, and the World as a whole, during time of disaster, supporting school, medical equipment, medicines and members supporting each other during festivities, sickness, bereavement, marriages and in tribulations.

- 3.1. A commitment to raise fund to facilitate development in Kono/Sierra Leone.
- 3.2. To help less fortunate Students with their fees and Vulnerable People.
- 3.3. The provision of resources and building capacities to community organization that will benefit the descendant and affiliation of Kono district.
- 3.4. The development of beliefs, build Schools/ University in Kono, and helping our selves abroad in festivals, tribulation and development of the youths.

4. OBJECTIVES

The Organization will be guided by the following objectives:

- 4.1. To promote wide range of fund raising activities suitable for the organization stage of development and raise awareness support activist in other to crusade human right.
- 4.2. Shall support members in their personal and social development if requested to encourage unity, built self-esteem and confidence in members, help the Kono district and affiliation.
- 4.3. To help youths in social development and their personal needs for a positive change that will make them useful in the community of residence so that they will help aid the development of the Kono district.
- 4.4. To execute community services and project in the UK and Sierra Leone that will benefit the different communities, to reduce poverty rate in both countries and increase literacy rate.
- 4.5. To give young people the chance to take part in meetings and social activities to express their view and become key players and take an active roles in planning and management of activities for the development of Kono.
- 4.6. To help ourselves to increase sympathetic feeling and respect for our traditions and those of others by getting in to agenda that will bring reflection to the principles of equality, diversity and self-belief.
- 4.7. To conduct meetings for negotiations provide tutorial and training community and social event in the UK pertaining Kono culture and tribes of Sierra Leone.
- 4.8. To assist both young and old aware of their right and responsibilities as active citizens in the world at large, Sierra Leone and Kono in particular so that will be able to change and help with the poverty situation in Kono District.
- 4.9. To promote the welfare and safety of youth vulnerable people disabled and women and children in their tribulations and secure the natural science and resources of the Kono district, encourage Kono culture and cultural dance in the UK and Sierra Leone to raise awareness within our youth that are born outside Kono district.
- 4.10. To ascertain UK provisional committees of charity to further charity matters in the united kingdom and Sierra Leone, help other agencies with information about Kono and her habitation assist student academic institutions and individual

5. **PROPERTY**

6.

The property and assets of; ALL FROM KONO AFFILIATES ORGANISATION; shall be vested in the FOUNDER/CEO (JAMES KELLIE) of the Organization.

6. **MANAGEMENT COMMITTEE**

- 6.1. Members of the Organisation together with concerned and committed affiliate shall come together for the development of Kono/Sierra Leone and all regions covered by the organisation.
- 6.2. The dealings and the organisation of [ALL FROM KONO AND AFFILIATES.ORG](#) shall be managed by the leaders in charge the Founder/CEO who is the supreme executive leader.

The membership of the Committee shall be comprised as follows:

- A. One representative nominated by the executives.
- B. The organiser that has been nominated by members in usual meetings
- C. The Founder/CEO, Secretary general and the Financial secretary

7. **MEMBERSHIP**

The Organisation shall be non-sectarian and non-political in membership. Membership shall be open to all and have Kono/SL and her inhabitants interest at heart, young people should be accepted as members by the leaders who agree to abide by the constitution and rules of the organisation and who pay such fees as determined by the organisation ([All From Kono And Affiliates Organisation](#)).

8. **DISCIPLINE (MEMBERS)**

The members and Leaders shall have the power to suspend or exclude any member who is in breach of the rules at the Organisation and involving in other member personal life with intend to demoralise other member or Sabotage the organisation. Any member suspended or expelled may seek a review of the

decision and to this end an appeals Sub Committee will be established by the Founder/CEO to consider the appeal.

9. DISCIPLINE (Leaders)

A Sub Committee of the Executives, CEO and senior members will be established to deal with discipline and grievance issues in relation to abuse to other member and miss use and malicious damage to organisational property and finance.

10. COMMITTEE MEETINGS

- 10.1. The Management Committee shall meet at such times as the conduct of business requires but not less than four times per year. A Quorum shall consist of one third of the voting membership. In the case of Sub Committees the quorum shall be not less than half of the membership.
- 10.2. At the committee meetings all motions shall require a simple majority vote of those present who are entitled to vote.
- 10.3. The Hon Secretary shall convene all meetings by giving at least seven days' notice in writing, Email, Text and other medium of communication.
- 10.4. At each Management Committee Meeting the Founder/CEO, will provide a written report indicating present and proposed programmes, progress, outstanding events, proposed expenditure and details of any problems or disciplinary issues.
- 10.5. The Secretary will provide a report to keep the committee informed in relation to all appropriate correspondence.
- 10.6. The Hon Treasurer will provide details of the financial state of the Organisation All From Kono And Affiliates Organisation.
- 10.7. Minutes of the Committee will be circulated to Committee members. They will be recorded in an appropriate format and signed by the Founder/CEO. A copy of the Minutes of the Management Committee will be sent the appropriate or any member that request it.
- 10.8. A member of the Management Committee may resign by giving written notice to the Secretary.
- 10.9. A member of the Executives who fails to attend three consecutive Committee Meetings shall, unless the Committee is satisfied that the failure to attend has been due to illness or other unavoidable causes be deemed to have resigned from the Committee. The Committee will fill the vacancy as soon as is practicable.
- 10.10. The Secretary will inform the appropriate nominating body/Executive in writing or post in media, if there is a vacancy on the Executive position.
- 10.11. Members of the Committee shall not have an interest in the supply of works/good or services to the Organisation for personal gains.
- 10.12. Members of the organisation will be expected to declare in writing any relevant family relationships in relation to candidates seeking employment in the AFKAF.ORG.
- 10.13. If an executive have declared an interest in a different position then they must withdraw from the present but there is no guarantee that you will get the new position which you will be informed by the Founder/CEO, when

the matter is being discussed e.g. in relation to employment, promotion, discipline of a relative.

11. ALL FROM KONO AND AFFILIATES ANNUAL GENERAL MEETING

- 11.1. The Organisation shall hold an Annual General Meeting each year.
- 11.2. The Secretary shall publicise the date of the AGM with 14 days' notice.
- 11.3. The Agenda of the AGM will include the following matters:

Election of Executives and Office Bearers

- A. The Organisations Annual Report
- B. Presentation of the Organisations Accounts
- C. Matters raised under Any Other Business
- D. Election shall be conducted after every two years except for the Founder/CEO who is the Leader of the organisation and his position cannot be change.

The Treasure must give account of incoming and out-going of the organisation every time officially requested by the CEO and members for transparency, failure to do so the members and Executives should meet and discuss about possible changes to the position within certain period of time, which should be determine, approved and sign by the Founder/CEO who is the leader of the organisation.

- 11.4 Matters raised under Any Other Business will be discussed at the next ordinary meeting of the members and cannot be voted on at the AGM.
- 11.5 An extraordinary General Meeting can be convened at the request of one third of the Committee.
- 11.6 The right to vote at the AGM or Extraordinary General Meetings shall be open to all Registered Members over the age of 16 and parents of Registered Members.

12. CONSTITUTION

The Constitution cannot be amended without the approval of the Founder/CEO, (James Sahr Kellie) who is the leader of All From Kono and Affiliates Organisation.

13. **ADOPTION**

The Constitution was adopted at a meeting held

At __209 Meadowview Road, SE6 3NG.

Place: London.

Day : 12/07

Year: 2013.

1. Founder/CEO. James Kellie

Signed: J. S. Kellie.

2. Secretary General: John Abu.

Sign: J.A.Abu.

3. Financial Secretary: Alex Aiah Abu.

Signed: A.A. Abu.

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Consultation Draft for members and stakeholders July 2013 - v1.1

BYE-LAWS OF THE ALL FROM KONO AND AFFILIATES ORGANISATION UK.

July 2015 (*Consultation Draft for members and stakeholders July 2013 - v1.1*)

Bye-laws provided for the matters referred to in the Constitution of AFKAF.ORG in the UK, and Sierra Leone.

Nothing in these Bye-laws shall contradict any provision of the Constitution.

In an event of a conflict between the provisions of these Bye-laws and the provisions of the Constitution, the Constitution shall supreme.

1. Resolution of , gaps or omissions

1.0) In the event that both the Constitution and these Bye-laws fail to address an issue, the Founder/CEO, Trustees and members shall defer to the custom, practise and resolutions of previous general meetings of the charity, and

1.1) the guidance of the Charities Commission, and

1.2) current established best-practise for charitable unincorporated associations in the UK.

2. Interpretation

In these Bye-laws, unless the context otherwise requires,

2.0. "The charity" means the **ALL FROM KONO AND AFFILIATES ORGANISATION**

2.1. "Bye-laws" means the Bye-laws of the charity, which are laid out in this document

2.2. "Trustees" means the trustees of the Charity for the time being;

2.3. "Members" means all current registered members including Trustees, who are entered in the members register and whose membership has not expired

2.4. "Member in good standing any member who

is registered, fully paid up-to-date, whose membership has not expired or been terminated or suspended, or whose rights have not been suspended because of misconduct, and who is entitled to

vote.

2.5. "Charities Act" means the UK Charities Act from time to time in force and all amendments to it;

2.6. "Registered address" of a member means his address as recorded in the register of members;

2.7. "Term" means the time between the annual general meeting and the conclusion of the 2nd annual general meeting thereafter;

2.8. "Officer term" has the same meaning as "term".

2.9. "resolution" means an ordinary resolution of the members present and in good standing at a general meeting or the Trustees present at a Trustees meeting, unless expressed as a "special resolution"

2.10. "special resolution" means a resolution passed by at least two thirds of the members present and in good standing at a general meeting or two-thirds of the Trustees at a Trustees Meeting.

The definitions in the *Charities Act* on the date these Bye-laws become effective apply to these Bye-laws. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

3. Membership

3.0) The members of the Charity are the applicants for incorporation of the Charity, and those persons who subsequently have become members in accordance with the Constitution and Bye-laws, and in either case, have not ceased to be members.

3.1) The Register members shall be the authority /evidence to confirm membership, validity of membership, members who are or are not in good standing, commencement and expiry of membership, quorum etc.

3.2) The membership criteria are specified in the Constitution.

3.4) The Membership Officer, or if there is none, the Secretary, shall along with the Founder/CEO process membership applications, keep a record of applications accepted and refused and shall

report these to the members at general meeting.

4. Applications for Membership

4.0) A person may apply to the Founder/CEO, upon acceptance by the CEO, that person becomes a member.

4.1) Each member shall inform the CEO, the Secretary or his or her designate in writing of and an update address, e-mail address and phone number (if any) for the purposes of receiving notices from the Charity.

This is an ongoing obligation of the member.

4.2) Every member shall uphold the Constitution and comply with these Bye-laws.

5. Membership Dues

5.0. The members may determine the membership dues. The members may waive, in whole or in part, membership dues for any member by resolution at a general meeting.

6. The membership dues are:

6.0. **Initial registration fee: £20** (this is also payable if membership lapses for more than 90 days)

6.1. **2-year membership fee** (also payable on renewal); Single rate: £ 20 per person; Couple rate: £15 per person; Family rate (min 1 adult and 1 under 18): £10 per person (under 18s do not qualify for full membership and will be granted Youth Membership, which entitles

under 18s to vote on the youth council/group and participate in its activities.)

6.2. **Subscriptions:** £5 per month

6.3. Other dues as decided at a general meeting from time to time

7. Expulsion of Members Generally

7.0) The Founder/CEO may only expel a member according to these Bye-laws by the method described below.

7.1) The CEO may temporarily suspend a member from all meetings and gatherings of the charity pending the findings of a disciplinary subcommittee if it is considered by the Founder to be in the best interests of the charity, its members or beneficiaries to do so.

8. Expulsion of Members by the Members

8.0) The members may, by an ordinary resolution, permanently expel a member subject to the approval of the Founder/CEO.

8.1) The notice of resolution for expulsion shall be accompanied by a brief statement of the reason(s) for the proposed expulsion.

8.2) A member subject to a vote for removal must be given at least 21 days written notice of such a meeting, and a brief description of the reason(s). He will also be given the opportunity to defend in

Person or by agent prior to the vote.

9. Members and Good Standing

9.1. All members are in good standing except a member who; has failed to pay his/her current two-yearly membership fee when due, or

9.2. has failed to pay any other subscription, debt, or fee due and owing by him/her to the Charity within 14 days of it falling due.

9.3. . has had his or her membership or membership rights suspended as a result of disciplinary action for misconduct

9.4. Unless the Founder/CEO otherwise decide, a member who has not paid their membership fee may up to 30 days after it has fallen due, bring them self into good standing by paying their membership fee even though it is past due.

10.1. Meetings and decision making

10.1. Founder/CEO, will be collectively responsible for the acts and decisions of all Executives as he can use his supreme executive power.

10.2. All trustees, Executives and members shall act democratically within and outside of meetings and ensure the agreement of the majority of members before acting.

10.3. Elections are conducted after every two years with the exception of the Founder/CEO.

11. Proceedings at General Meetings

11.1. A member in good standing present at a meeting of members is entitled to one vote.

11.2. Voting is by show of hands, except for elections, unless the members present decide otherwise.

11.3. Any Member in good standing may make a motion at a general meeting. If the motion is seconded it must be voted on at the meeting subject to the provisions of the Constitution and these Bye-laws.

12. Preparations for the Annual General Meeting

12.1. The following will be sent to all members at least 14 days prior to the AGM;

12.2. notice of the AGM together with the Agenda and any resolutions to be voted on;

12.3. annual financial statement and the auditor's report (if one exists);

12.4. Nominations for Trustees must be in writing and signed by the nominator and the nominee and submitted to the Founder/CEO at least 14 days prior to the AGM.

12.5. An electoral subcommittee shall be elected by members in good standing at the general meeting preceding the annual general meeting.

12.6. The outgoing officers shall deliver the Records of the charity to the Founder/CEO prior to the AGM as his position cannot be change.

13. Annual General Meetings

i). Minutes will be taken by the outgoing Secretary or delegated

ii). The Trustees will read out their annual report to the members, followed by discussions.

ii). The Trustees will present the annual financial statement and the auditor's report (if one exists);

followed by discussions and adoption by resolution of the statement and report.

vi). any further information or business that is required by law or by these Bye-laws.

14. Elections at Annual General Meeting

- 1). Election procedures at the annual general meeting shall be determined by these Bye-laws.
- 2). At the conclusion of agenda above, the Trustees shall hand over the meeting to the electoral subcommittee who shall preside over the election of Trustees and Officers.
- 3). The minutes of the elections proceedings shall be taken by one of the electoral subcommittee or a person they nominate.
- 4). No member of the electoral subcommittee or their agent may be elected as a Trustee at the same AGM.
- 5). Written nominations received 14 days prior to the AGM shall be read out and nominees may briefly speak of their qualifications and experience for the roles of Trustee and Officer.
- 6). A secret ballot shall be held to elect the Trustees and Officers, supervised by the electoral subcommittee. Where a candidate is nominated unopposed; the voters will be given the choice to either vote for the candidate or for 'none of the above'.
- 7). The Electoral subcommittee or their agent shall count the ballot and inform the AGM of the results.
- 8). A win shall be by a simple majority
- 9). In the event of a tie or a win by 'none of the above'; nominations for that position shall be re-opened and the nomination and election process shall be repeated at the next general meeting to fill that position.
- 10). the new Trustees will then sign the necessary Charities Commission forms for new Trustees.
- 11). the outgoing Secretary shall bring the Records of the charity and the documents of the outgoing trustees to the AGM and shall hand them over to the new Secretary or Founder/CEO.
- 12) At the conclusion of the AGM the Secretary shall distribute the Records of the charity delivered by the outgoing officers to the respective new officers

15. After the Annual General Meeting

1. Within 14 days after the AGM
2. the outgoing Secretary shall prepare the minutes of the AGM and send the minutes to the new Secretary
3. The electoral subcommittee shall prepare minutes of the elections and send the minutes to the new Secretary
4. Within thirty 30 days after the AGM, the new Secretary shall send an Annual Report to the Charities Commission containing:
 5. the date and location of the AGM;
 7. the full names and residential addresses of the Charity's Trustees;
 8. the number of voting and non-voting members of the Charity;
 9. a copy of the financial statements.

16. Removal of Trustees or Officers by Membership

- i) The members may, by resolution, remove a Trustee or Officer before the expiration of his term in office and may elect, by simple majority vote, a successor to serve to the next annual general meeting and sign by the Founder/CEO to make it valid.
- ii)) The notice of resolution for removal shall be accompanied by a brief statement of the reason(s) for the proposed removal.
- iii) The person who is the subject of the proposed resolution for removal shall be given an opportunity to be heard in person or by agent at the general meeting before the resolution is put to a vote.

17. Quorum

- 1). The provisions for a quorum are provided for in the Constitution
- 2). The founder/CEO may from time to time change the quorum necessary for the transaction of business by ordinary resolution at a general meeting.

18. Establishment of regional branch sub committees of the charity

- 1). The CEO shall work to create regional branch subcommittees of the charity in other parts of the world and Kono/Sierra Leone,
- 2). members resident in these regions may convene a local subcommittee meeting and conduct local elections to select the Secretary, Chair and Vice Chair, Directors, Board Members and coordinate with the Founder/CEO in the United Kingdom which is the headquarters of AFKAF organisation.
- 3). Representatives of regional subcommittees shall report the minutes of their meetings to the trustees, Chair Person, Board Member, Directors and the Founder/CEO {James Kellie}.
- 4). the trustees shall report the minutes of regional subcommittee meetings to the members at each general meeting
- 5). Regional subcommittees shall submit proposals for local projects to the trustees, which shall be presented to the members for consideration at the next general meeting.
- 6). The Members shall only approve projects that promote the objects of the charity.
- 7). The CEO shall support and coordinate approved local projects.
- 8). Directors are appointed by the Founder/CEO and they are exempted from voting.
- 9). The directors on those regions are the leaders of the charity, responsible to make sure elections are conducted and they are answerable to the Founder/CEO {James Sahr Kellie}.

19. Miscellaneous Matters

- i. Each Trustee shall inform the Secretary or his/her designate in writing of his/her up-to-date address and e-mail address (if any) for the purposes of receiving notices regarding the affairs of the Charity.

This is an ongoing obligation.

- ii. Notices may be given to Trustees in the same manner as notices are given to members.
- iii. Questions arising at any meeting of the Trustees and subcommittee of Trustees shall be decided by a majority of votes.
- iv. In case of an equality of votes at a Trustees meeting, the CEO has a second or casting vote.
- v. The CEO does not have a second or casting vote at general meetings.

20. Minutes and the Minute Book

a) The secretary shall keep the Minute Book of the charity using a standard company minute book and shall insert the charities:

a. Charities Commission Certificate;

b. certified Constitution and Bye-laws;

c. banking resolutions;

d. members' meeting minutes;

e. Trustees' meeting minutes;

f. Subcommittees' and working parties' meeting minutes.

g. The charity's meeting minutes should include the following information:

h. the name of the charity, the name of the Founder/CEO, the type of meeting (members, Trustees, subcommittee or working party)

i. date, time and place of the meeting;

j. list of attendees and their membership status

k. a summary of the general discussions which took place at the meeting;

l. A concise statement regarding motions and resolutions passed at the meeting. This includes:

m. the name of the person who made a motion;

n. the name of the person who seconded the motion (if necessary);

o. the exact wording of the motion; and

p. the disposition of the motion (whether it was passed or was not passed by the meeting);

q. The time the meeting was adjourned; and

r. The signatures of;

s. the person taking the minutes at the meeting; and

t. the meetings of the Founder/CEO.

21. Return of Documents and Property

i). At any time the Trustees or members may require a Trustee, Officer, member, or a former Trustee, Officer or member to return any property or documents belonging to the Charity that happens to be in the control or possession of such Trustee, Officer, member must do so with immediate effect if it is been requested by the Founder/CEO.

22. Meetings Generally

- a) The Founder /CEO , Trustees or sub committees may meet together at such times and places as they think fit for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they see fit, provided that such regulations are not inconsistent with the Constitution of the Charity and these By-Laws.
- b) The meetings may be held in whole or in part, by telephone or other communications medium if all participating in the meeting, whether by telephone, by other communications media or in person, are able to communicate with each other.

23. In Camera Meetings

a) The Founder /CEO, Trustees and sub committees may hold Trustee and Subcommittee meetings in private without other members present. The Founder /CEO, Trustees and subcommittee members shall take minutes of these meetings, shall report these minutes to the members and shall keep copies of these minutes in the minute book.

24. Voluntary Leave of Absence

- 1) A leave of absence must be at the voluntary request of the Trustee or Officer concerned. A request for leave of absence must be in writing.
- 2) A short leave of absence may be granted by the Founder /CEO as described below.
- 3) The Trustees may grant a regular leave of absence also described below.
- 4) Subject to any directions from the Trustees or members, the Founder /CEO may grant a short leave of absence to any Trustee or Officer on terms and conditions. The Founder /CEO shall then assign the duties and powers of that Trustee or Officer to another Trustee or Officer or to the Founder /CEO. Such short leaves of absence and transfer of duties and powers shall last no longer than 3 months, unless extended by resolution of a general meeting. A full report shall be given by the Founder /CEO at that meeting.
- 5) Subject to any directions from the executives or members, the Founder /CEO may grant a short leave of absence to the members on terms and conditions. The Founder /CEO shall then assume the duties and powers of the Executives until a new appointment is made. Such short leave of absences and assumption of duties and powers shall last no longer than 3 months, unless extended by resolution of a general meeting. A full report shall be given by the Founder /CEO at that meeting.
- 6) The Trustees may grant a regular leave of absence to any Trustee or Officer on terms and conditions. The Trustees shall then assign the duties and powers of that Trustee or Officer to another Trustee or Officer and approve and sign by the Founder /CEO.

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- 7) In case of the absence of the Founder /CEO, the powers of the Founder /CEO to grant short leave of absences and to assign or assume duties and powers on his return, the Founder /CEO, will discuss that in a general meeting and appoint a representative in his absence until he returns as his position cannot be change or replace in the organisation.

Powers to grant a regular leave of absence and to assign duties and powers, the Founder /CEO' {James Kellie} powers shall prevail.

- 8) Nothing in the preceding sections dealing with types of leave of absences impairs the power of the Founder /CEO under the Constitution and the Bye-laws to transfer duties and powers among the various Trustees, Executives and committee.

Such power to transfer duties and powers supersedes the Bye-laws dealing with leaves of absence is approve and sign by the Founder /CEO.

- 9) During a regular leave of absence, but not a short leave of absence, the member leave or absent for a period of more than three month without any notice he or she will be consider voluntarily leaving the organisation and shall not be counted towards any quorum of the membership of the organisation (www.afkaf.org). The necessary quorum shall therefore be reduced by one and any contribution been made are not refundable.

26. **The Founder /CEO;**

1. Determine and communicates the organisation strategic direction
2. Must describe strategies clearly and engage all stake holders, make them understand how their direction affects the organisation and their responsibilities.
3. Advise the board Members, directors, motivate Executives and members and derive change within the organisation on the day to day operations.
4. Responsible to perform task of balancing resources and the two most important ones are capital and people
5. Errands as a Director, decision maker, leader, manage and executor
6. Chairs all general meetings of the charity
7. is the chief representative and spokesperson for the charity;
8. is the coordinator of the other Trustees or Officers and external organisations;
9. provides leadership of the trustees, executives and members, encourages cohesion and collaboration and ensures the trustees' effectiveness in all aspects of their role including regularity and frequency of meetings;
10. sets the trustees' agenda in collaboration with the other trustees taking into account the issues and concerns of all trustees and members,
11. ensures the agenda is forward looking and concentrates on strategy and the promotion of the charity's objects;
12. is responsible for ensuring the efficient use of the trustee's time;
13. ensures there is sufficient time to discuss complex or contentious issues and if necessary arranges for pre-meeting preparation;
14. ensures that the members receive accurate, timely and clear information;
15. ensures effective communication with and participation of members of the charity and that all members are heard and treated fairly;
16. encourages community cohesion and inclusion of all parts of the community;
17. facilitates the effective contribution of non-officer members and ensures constructive relations between officer trustees and non-officer trustees;
18. monitors performance of the charity and trustees by reference to the objects, and acts on the results of performance evaluation by recognising strengths and addressing the weaknesses; and
19. where appropriate, proposes new members be appointed to the board or seeks the resignation of inactive or ineffective trustees, executive or member ;
20. ensures that there is appropriate delegation of authority from the trustees to subcommittees and volunteers;
21. ensures induction, training and development of trustees;
22. arranges for the trustees and Vice Chairman of subcommittees to be available to answer questions at the AGM and delivering the annual report to members.
23. can appoint a Vice Chairman and laid them off if they are not working in the organisation interest, not cooperative, encouraging conflict or sabotaging the organisation.

27. The Vice Chairperson shall:

- a) assist the Founder /CEO; and
- b) carry out the duties and exercise the powers of the Founder /CEO during any absence of the Founder /CEO, with the knowledge of the Founder /CEO,
- c) Vice Chairman can be layoff by the Founder /CEO if they are not working in the organisation interest, not cooperative, encouraging conflict or sabotaging the organisation.
- d) Can be appointed in the general meeting or by the the Founder /CEO of the charity.

28. The Secretary, or person designated by the charity and the Founder /CEO, shall:

- 1) conduct the correspondence of the Charity;
- 2) issue notice of meetings of the Charity and Trustees;
- 3) keep minutes of all meetings of the Charity and Trustees and maintain the Minute Book;
- 4) have custody of all records and documents of the Charity except those required to be kept by the Treasurer and keep them up to date;
- 5) have custody of the common seal (if any) of the Charity;
- 6) ensure compliance with all reporting requirements to the charities commission, inland revenue and others;
- 7) ensure the Trustees' and members' compliance with the Constitution, rules, Bye-laws and any legal obligations;
- 8) together with the Development officer, ensure training of trustees on Charities Commission rules, legal requirements of trustees, governance good practise, etc;
- 9) ensure that the relevant officers have the following items:
- 10) (Secretary) a standard "charity/Company" minute book, preferably in loose leaf form;
- 11) (Treasurer) a ledger book with at least 18 columns;
- 12) (Treasurer) a double entry ledger book;
- 13) (Treasurer) a cash book;

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- 14) (Treasurer) a journal;
- 15) (Membership officer) members register on a computerised membership database;
- 16) (Development Officer/ Treasurer, etc.) the duplicates of all donation receipts issued by the Charity;
- 17) (Development Officer/ Treasurer, etc.) "sufficient" records to enable the donation receipts issued, income received and any disbursements made to be verified; and
- 18) any other documents or resources necessary for the Officers to carry out their tasks

29. **The Treasurer**, or person designated by the Trustees, shall (with the assistance of a bookkeeper or accountant if necessary);

- 1) keep 'sufficient' accounting records to explain all transactions and show the charity's financial position;
- 2) Together with the Marketing officer, prepare an annual budget for the following 3 years taking into account expected allocated and non-allocated donations and grant funding and variances, operations and project funds, etc;
- 3). prepare an annual report and statutory accounts meeting legal requirements;
- 4). formally approve the Trustees' Annual Report and accounts;
- 5) ensure that accounts are subjected to any external scrutiny required by law or by the charity's governing document;
- 6) ensure that the Trustees' Annual Report, accounts and annual return are filed on time with the Charity Commission where filing is required by law;
- 7) meet requests from the public and from members for copies of the charity's most recent trustees' annual report and accounts;
- 8) safeguard the assets of the charity and ensure proper application of resources;
- 9) take steps for the prevention and detection of fraud, financial abuse and other irregularities
- 10) keep such financial records, including books of account, and perform financial functions as are necessary to comply with the *Charities Act*, the Constitution and the Bye-laws and shall keep them up to date.
- 11) Assist the Programmes Officer and Grant funding Officer in the development of project and programme budgets and proposals
- 12) present a financial report to the Trustees and members at every Trustees meeting and general meeting and when required. The *financial report* shall contain as a minimum;
 - a. the latest management accounts;
 - b. a comparison of budget to actual figures;
 - c. . an explanation for variances between forecasts and what actually happened; and;
 - d. . details of cash flow and closing bank balances.

30. The Membership Officer, or person designated by the Trustees, shall;

- 1) provide support and customer care to new and rejoining members;
- 2) deal with member and prospective member enquiries and ensure that all membership packs are posted out in a timely manner;
- 3) process all applications for membership, including their assessment against the membership criteria;
- 4) prepare a written report to the Founder /CEO with recommendations on the suitability of each applicant;
- 5) inform applicants of the Founder /CEO decision and any special requirements;
- 6) Regularly update the membership register and membership database;
- 7) ensure that all payments, fees, subscriptions and dues are accurately and efficiently processed and recorded and receipts issued, and support the Treasurer in preparing reports;
- 8) undertake one-off tasks, as required, relating to existing memberships including action on noncompliance with membership requirements;
- 9) keep and maintain the membership register, records and undertake administration arising from membership;
- 10) provide advice, guidance and direction to executives and Members of the Board and Founder /CEO, as required on general membership matters including 'good standing';
- 11) produce a monthly report for the general meeting.

31. The Public Relations and Publicity Officer, or person designated by the Founder /CEO, shall;

1. use all forms of media and communication to build, maintain and manage the reputation of the charity.
2. communicate key messages of the charity, including by third party endorsements, to defined target audiences in order to establish and maintain goodwill and understanding between the charity and its target audiences in the UK and in Sierra Leone (target audiences include but are not limited to; beneficiaries, potential donors and donor agencies, potential partners, governmental and non-governmental organisations, members, the general public in the UK , Germany and Sierra Leone, youths, settled families, the international community and the international Diaspora, etc.) ;
3. monitor publicity and conduct research to find out the concerns and expectations of the charity's stakeholders, report and explain findings to the Trustees and members;
4. plan, develop and implement PR strategies;
5. liaise with Founder /CEO and key spokespeople;
6. liaise with and answer enquiries from media, individuals and other organisations, including via telephone and email;
7. research, write and distribute press releases approved by the Founder /CEO, to targeted media;
8. collate and analyse media coverage;
 - a. write and edit in-house newsletters, case studies, speeches, articles and annual reports;
 - b. prepare and supervise the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes;
 - c. devise and coordinate photo opportunities;
 - d. organise events including press conferences, exhibitions, open days and press tours;
 - e. maintain and update information on the organisation's website;
 - f. source and manage speaking and sponsorship opportunities;
 - g. commission market research;
 - h. foster community relations through events and through involvement in community initiatives;
 - i. manage the PR aspect of a potential crisis situation.

32. The Marketing Officer, or person designated by the Founder /CEO, shall;

- i. set the strategic marketing direction for the charity, planning income and expenditure budgets and scheduling marketing activity, in order to ensure that marketing campaigns efficiently and appropriately support the work of the charity in the UK , Germany and in Sierra Leone
- ii. create marketing plans for all campaigns;
- iii. oversee implementation of marketing strategy;
- iv. oversee all campaign marketing, promotional, groups and events activity for the charity;
- vi. in consultation with the Treasurer and Trustees, set and approve all income targets and events prices
- vii. commission and direct the work of designers and publishers of printed material produced by the charity including, but not limited to, campaign print, events programmes, adverts and display material
- viii. manage external key suppliers and internal relationships, including advertising and design agencies, printers and publishers, merchandise, media buyers, on-line publishing and other emerging technologies
- ix. write and oversee writing of copy for marketing materials, in agreement with PR officer, professional designers and the Trustees
- x. commission photo shoots and supervise the image of the charity portrayed in photo shoots to support marketing campaigns in consultation with PR officer and the Trustees
- xi. liaise with the Development Officer to ensure full support of sponsorship initiatives through marketing activity.
- xii. represent the charity at public events and meetings
- xiii. prepare regular reports for the Trustees
- xiv. commission research into extending beneficiaries, projects, programmes and media channels; and
- xv. oversee the Company`s website and e-presence.