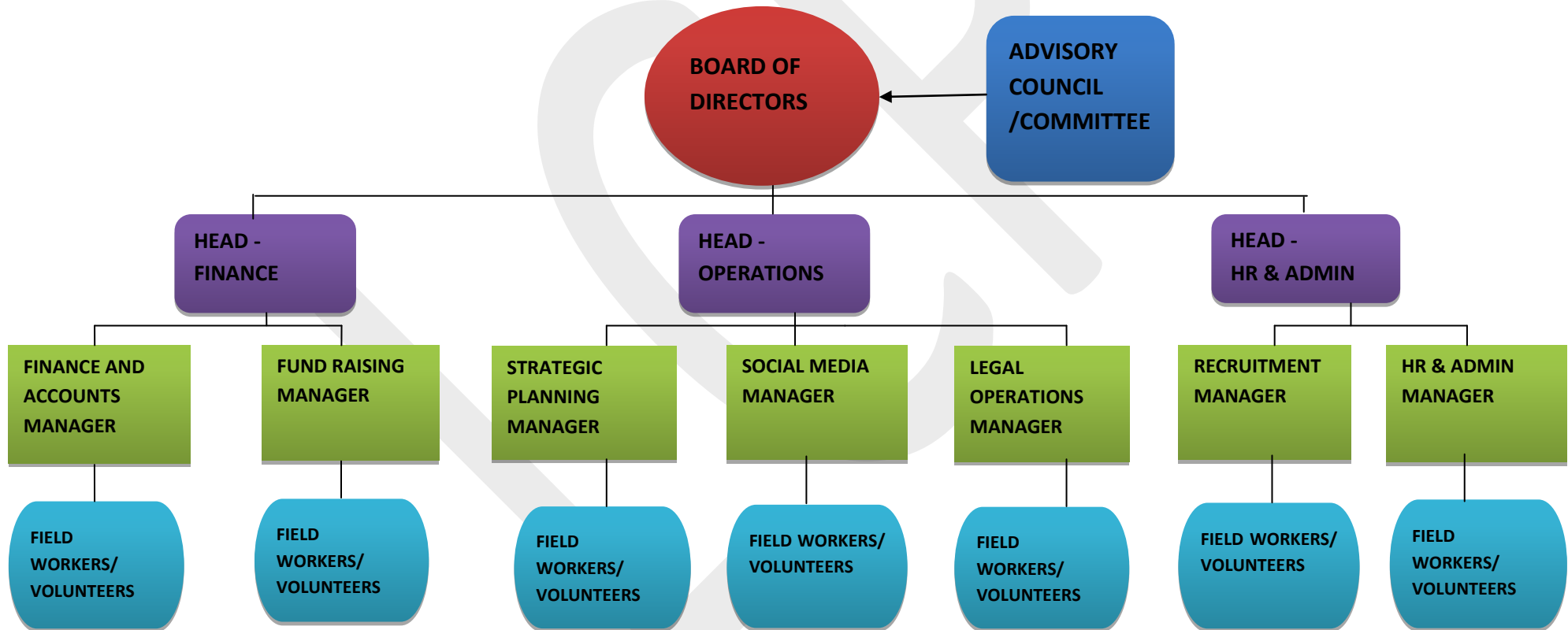


# LOVE AND CARE FOR PEOPLE

## ORGANIZATION STRUCTURE



## **JOB RESPONSIBILITIES OF EACH ROLE**

- **BOARD OF DIRECTORS** –Governing body of LCP. It decides on policy, and makes sure that LCP's policies are carried out. Oversees the operations of LCP. Usually doesn't interfere in day-to-day decisions, but it might work with the Head of Department/s or ask him or her to do something specific to correct a problem or deal with an issue. The Board makes sure that the mission and philosophy of LCP are maintained. Strives to keep LCP move forward toward its goals. The Board is legally responsible for all the actions of LCP.
- **ADVISORY COUNCIL** – Advises LCP. It may do many of the same things as a Board of Directors, but it doesn't set policy or oversee operation or finances. Gives advice and recommendations to LCP'S board and management. It cannot compel LCP'S governing board or staff to act on its recommendations or feedback. Works towards a specific goal and its members have skills that complement those of governing board members. Does not have any formal legal responsibilities.
- **HEAD – FINANCE** –Responsible to provide leadership and direction on Accounts and Finance. Oversee sourcing, management and investment of funds for LCP. Overview the strategy and implementation of all Fundraising Programs.
- **HEAD – OPERATIONS** –Oversees all operational aspects of LCP. Direct and manage project development from conception to execution. Strategic thought-partner. Define, launch and drive strategic and operational initiatives. Attest to the growing emphasis of various aspects of providing legal services. Decide about the targeted niches and the content of the social media messages. The proactive social media usage should be one of the most important KPIs.
- **HEAD - HR & ADMIN** –Tasked with the management of the day-to-day operation of employee-relation functions. Monitor, analyze, and report on the success of implemented administrative policies. Recruit and retain high-performing team members, while empowering them to elevate their level of responsibility and performance.
- **FINANCE AND ACCOUNTS MANAGER** –Ensure that appropriate finance systems are maintained, and that all procedures and controls are implemented. Ensure that all transactions are properly accounted for. Manage bank accounts and the transfer of money. Monitor cash flow. Authorize payroll, and other payments. Continue to develop improvements in the finance system, as necessary. Monitor the funding

situation. Assist in the preparation of budgets and accounts. Provide any other financial information, as requested, and respond to any other financial queries. Assist any audit undertaken.

- **FUND RAISING MANAGER**—Assist in the development of strategic and operational goals of fundraising. Work to bring funds into LCP, through fundraising efforts in the community. Achieve long term and short term goals of fundraising programs, including, but not limited to; Community Fundraising, Face to Face, Telemarketing, Web, Appeals, Greeting Cards, Corporate and Philanthropic Giving, Community, Bequest, Print Advertising, Retention etc.
- **STRATEGIC PLANNING MANAGER** —Responsible for planning and directing LCP’s strategic and long/short-term goals. Conducts organizational reviews to identify strengths and weaknesses and to evaluate operational effectiveness. Makes recommendations based on emerging trends, expansion opportunities, competitive threats, viability of outside business partners, and internal process improvement.
- **SOCIAL MEDIA MANAGER** —Manage social media marketing campaigns. Create and adapt content for specific network. This includes positioning content, creating images and graphics to accompany posts, taking and curating photos and videos for visual platforms and even creating content from scratch specifically for growing a following on social media.
- **LEGAL OPERATIONS MANAGER** — Legal Manager needs to review the legal risks involved in various deals, events etc. and share the same with the management. Also requires to handle various legal matters.
- **RECRUITMENT MANAGER**—Manages and leads the recruitment process. Also responsible for the development of recruitment process and implementation of recruitment innovations. Solves all issues that evolve during hiring job vacancies and takes all managerial decisions. Responsible for the optimal utilization of social media recruitment and entire social media communication of HR.
- **HR & ADMIN MANAGER**—Develop and implement HR strategies and initiatives aligned with LCP’s vision. Identify and research potential gaps in LCP. Bridge management and employee relations by addressing demands, grievances or other issues. Support current and future business needs through the development, engagement, motivation and preservation of human capital. Nurture a positive working environment.
- **FIELD WORKERS/ VOLUNTEERS** - Passionate people who are ready to perform a variety of tasks depending on the requirement.



Empowering & Developing People

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LCP