Article one (1) Nomenclature: Crisis Advocacy Movement

Section 0ne (1) Name of the Organization

The platform shall be named Crisis Advocacy Movement Sierra Leone (CAMSL)

Section two (2) Motto

The motto shall be: we want to get done

Email: info.camsl@gmail.com

Section four (4). Contact Address

The Organization shall tentatively operate from a secretariat situated at …27 0ff Kingharman Brookfield’s Freetown and later be relocated permanently and extended to the provincial headquarter towns in the country.

Article two (2) Preamble of this Constitution

This document here is referred to as the Crisis Advocacy Movement Sierra Leone (CAM-SL). It shall be the guiding document of the organization with the essence to fulfill the specific objectives and to serve as a guidebook that binds the Organization’s Operation in taking care of the people for whom it exists.

**Structure of the Organization**

**Board of Directors:** This shall be composed of five (6) members including the Executive Director, who shall oversee the smooth running of the Organization. The Executive Director (ED) shall be the Board Secretary. The board shall direct the program of activities of the Organization and meet once a year to assess the organization’s activities and progress. The board shall be the supreme body charged with the responsibility to accordingly advise and oversee the organization’s operations. The board of directors shall be tasked with roles and responsibilities within the organization. Essentially, they shall recruit, supervise, and compensate the management. They shall provide directives for the Organization and establish a policy-based governance system.

Article three (3) Executives of Crisis Advocacy Movement -Sierra Leone (CAMSL)

The organization shall be constituted of the following executives:

Executive Director

Programs Manager

Finance & Administration Manager

National Coordinator

District Officers

Communication and Public Relations Officer

Research and Innovation

Information and Communication Literacy

Monitoring, Evaluation & Learning

Environment & Climate Action

Gender and Girls’ Empowerment

Youth Affairs

Children’s Affairs

Secretary

Internships

Section four (4) Executives’ Functional Roles and Responsibilities

Executive Director: The Executive Director shall be the Administrative Head of the Organization. He/she shall ensure the day today running of the affairs of the Organization. He shall be charged with the responsibility to supervise the implementation of all projects/programs of activities undertaken by the Organization and report directly to the Board of Directors to ensure the welfare of staff for efficient running of the affairs of the Organization. The Executive Director shall oversee the heads of each department within the Organization. Department leaders shall look to the Executive Director for strategic guidance in their areas. The holder of this position shall lead the fundraising department in setting annual income goals, and work with the Executive of Programs to set standards for serving the Organization's targeted needs. The Executive Director shall have the utmost power to relieve any staff of their jobs if they put on any professional misconduct against the code of ethics of the Organization, when and where necessary; or if the Organization's objectives are not met by staffs’ performance (s), the Executive Director shall have the veto power to relieve them of their jobs (s) or duties.

Programs Manager: The Executive of Programs shall be charged to work with members of the Organization’s senior management team to set the overall strategy and objectives for a group of projects. He shall aim to align the outcome of the projects with the Organization’s overall set goals. The functional roles and responsibilities of the Executive of Programs shall be:

Program Design and Development: Leading the design and development of programs and initiatives aligned with the organization's mission, goals, and strategic priorities.

Strategic Planning: Developing strategic plans and roadmaps for program implementation, ensuring alignment with organizational objectives and resource availability.

Project Management: Overseeing the planning, implementation, and evaluation of programs, ensuring that activities are executed efficiently, on schedule, and within budget.

Team Leadership: Providing leadership and direction to program teams, including staff, volunteers, and consultants, to ensure cohesion, collaboration, and effective teamwork.

Partnership Development: Identifying and building partnerships with government agencies, NGOs, community organizations, and other stakeholders to leverage resources, expertise, and support for program implementation.

Resource Mobilization: Identifying funding opportunities, writing grant proposals, and mobilizing resources to support program activities and initiatives.

Monitoring and Evaluation: Establishing monitoring and evaluation systems to track progress, measure outcomes, and assess the impact of programs, using findings to inform decision-making and program improvement.

Quality Assurance: Ensuring the quality and effectiveness of program activities and interventions, adhering to best practices, standards, and ethical guidelines.

Risk Management: Identifying and managing risks and challenges associated with program implementation, developing mitigation strategies to address potential obstacles and ensure program success.

Stakeholder Engagement: Engaging with stakeholders, including beneficiaries, partners, donors, and policymakers, to solicit feedback, build support, and promote ownership of program initiatives.

Finally, all other executives of the organization shall seek the attention of the Executive of Programs for directives when the absence of the Executive Director shall be acknowledged.

Finance and Administration Manager: The Executive of Finance and Management shall manage the cash controls in the Organization by ensuring that monies are properly applied to the Organization’s goals. He/she shall be in charge of collecting money relating to the accounts receivables of the Organization, such as debtors’ payments and rental income. He or she shall pay the Organization’s liabilities such as insurance premiums, social security payments and other accounts payable. The holder of this designation shall approve procurement requests and cash disbursements on the instruction of the Executive Director and reflects all the Organization’s transactions in a cash flow statement that they regularly merge to keep track of the money. They shall draw up the Organization’s monthly budget based on the requirements of the project. Since the Head of Finance manages the Organization’s cash and is knowledgeable about its usage, he/she shall be best placed to prepare the monthly budget. In performing this duty, the Director of Finance shall communicate with the heads of other departments to find out if they have any supplementary needs so that they can make realistic cash flow projections. He or she shall be the custodian of the Organization’s finances and disburse funds on the instruction of the Executive Director.

The Executive of Finance shall, also prior to the beginning of each financial year, prepare budgetary estimates for the Organization’s operations for approval by the Board of Directors or any donor agencies and/or implementing partners. Above all, he/she shall sign for the disbursement of money on the instruction of the Executive Director for project implementation.

National Coordinator: shall be the chief advocate for the organization. They shall focus all their energy on building the organization that will be deemed a good corporate citizen. He/she shall be the mouthpiece for management. The Head of Communication shall craft communication policies and oversee the development of all statements and news releases for the Organization. He or she shall be the ultimate spin doctor. It shall be his or her job to put the best face on news and information that could embarrass the Organization’s reputation. He or she shall be called upon to polish information that gives the Organization more credit than would ordinarily be due for routine accomplishments. He or she shall liaise with the public, NGOs and other International Organizations in an effort to share the Organization’s vision and aspiration with the public through the various media of communication. He or she shall lobby with donor agencies, government organizations, charity and other humanitarian Organizations in order to solicit support to accomplish the Organization’s objectives.

Executive of Research and Innovation: The functional roles of the Executive of Research and Innovation shall be:

Research Strategy Development: Developing research strategies aligned with the organization's goals and objectives, identifying research priorities, and defining methodologies and approaches.

Innovation Management: Fostering a culture of innovation within the organization, encouraging creativity, experimentation, and the adoption of new ideas and technologies to address challenges and seize opportunities.

Research Project Management: Overseeing research projects from inception to completion, including project planning, budgeting, timeline management, and coordination of resources and stakeholders.

Research Design and Methodology: Designing research studies, experiments, surveys, and data collection methods, ensuring rigor, validity, and ethical considerations.

Data Analysis and Interpretation: Analyzing research data using statistical and qualitative analysis techniques, interpreting findings, and deriving insights and implications for decision-making and action.

Technology Assessment and Adoption: Assessing emerging technologies and innovations relevant to the organization's work, evaluating their potential impact and feasibility, and facilitating their adoption and integration into organizational processes and practices.

Partnership Development: Identifying and building partnerships with research institutions, academia, industry, government agencies, and other stakeholders to collaborate on research projects, share knowledge, and leverage resources and expertise.

Intellectual Property Management: Managing intellectual property rights and agreements related to research and innovation outputs, including patents, copyrights, and licensing agreements.

Capacity Building and Training: Providing training and support to staff and partners on research methodologies, innovation processes, and the use of research findings and technologies to drive organizational goals.

Knowledge Management and Dissemination: Managing research outputs, publications, and intellectual assets, disseminating findings through reports, presentations, publications, and other channels to inform decision-making, influence policy, and contribute to the advancement of knowledge in relevant fields.

Executive of Information and Communication Literacy: The functional roles of the Executive of Information and Communication Literacy shall be:

Educational Initiatives: Develop and implement educational programs to promote critical thinking, media literacy and information and evaluation skills among the public for whom the organization exists.

Policy Development: Work with policy makers to create regulations and guidelines for online platforms, ensuring transparency accountability and responsible information dissemination.

Collaboration: Collaborate with media organizations, fact-checkers and academic institutions to identify and address misinformation and disinformation campaigns.

Research: Conduct research to understand the spread and impact of misinformation and disinformation and, to develop effective strategies them.

Public Awareness Campaign: Launch public awareness campaigns to raise awareness about the importance of verifying information sources and critically evaluating contents.

Community Engagement: Engage with communities to build trust, foster dialogue and empower individuals to become active participants in combating misinformation and disinformation.

Monitoring and Reporting: Monitor online platforms for misinformation and disinformation trends and report findings to relevant stakeholders for prompt action.

Executive of Environment and Climate Action: The functional roles of the Executive Environment and Climate Action within the Information and Communication Initiative for Peace and Development shall include:

Policy Development: Developing and advocating for policies that promote environmental conservation, sustainable resource management, and climate resilience.

Program Planning and Implementation: Designing and overseeing programs and initiatives aimed at protecting the environment, preserving biodiversity, and mitigating climate change impacts.

Advocacy and Awareness: Advocating for environmental protection and raising awareness about the importance of sustainable practices among communities, governments, and stakeholders.

Community Engagement: Engaging with local communities to promote sustainable livelihoods, empower local actors in environmental decision-making, and foster community-based conservation efforts.

Capacity Building: Providing training and support to staff, partners, and community members to build skills in environmental management, conservation techniques, and sustainable development practices.

Research and Monitoring: Conducting research on environmental issues, collecting and analyzing data on ecosystem health and biodiversity, and monitoring environmental indicators to inform decision-making and policy advocacy.

Partnerships and Networking: Collaborating with government agencies, NGOs, academic institutions, and other stakeholders to leverage resources, share knowledge, and coordinate efforts for environmental protection and sustainable development.

Policy Advocacy: Engaging in advocacy efforts to influence government policies, regulations, and investments in support of environmental protection, conservation, and climate action.

Resource Mobilization: Identifying funding opportunities, writing grant proposals, and mobilizing resources to support environmental protection initiatives, conservation projects, and climate adaptation measures.

Disaster Preparedness and Response: Integrating environmental considerations into disaster preparedness and response efforts, including promoting ecosystem-based approaches to disaster risk reduction and supporting communities in adapting to climate change impacts.

**Gender and Girls’ Empowerment:** The functional roles of the Gender and Girls' Empowerment Executive shall include:

Policy Development: Developing and advocating for policies that promote gender equality, women's rights, and girls' empowerment within the organization and in external contexts.

**Program Design and Implementation:** Designing and overseeing programs and initiatives specifically aimed at empowering girls and promoting gender equality in various aspects of life, such as education, health, economic opportunities, and leadership.

**Advocacy and Awareness:** Advocating for the rights and needs of girls and women, raising awareness about gender-based discrimination and violence, and promoting attitudes and behaviors that support gender equality.

Capacity Building: Providing training and support to staff, partners, and community members to promote gender-sensitive approaches, address gender stereotypes, and build skills for promoting girls' empowerment.

**Research and Analysis:** Conducting research on gender issues, collecting and analyzing data on the situation of girls and women, and using evidence-based approaches to inform program design and advocacy efforts.

**Networking and Partnerships:** Building partnerships with government agencies, NGOs, women's organizations, and other stakeholders to collaborate on gender equality initiatives and **leverage resources and expertise.**

**Monitoring and Evaluation:** Monitoring the implementation of gender-related programs, evaluating their impact on girls' empowerment and gender equality outcomes, and using findings to improve program effectiveness.

**Girls' Participation and Leadership:** Creating opportunities for girls to participate in decision-making processes, leadership development programs, and community initiatives, empowering them to become agents of change in their own lives and communities.

**Resource Mobilization:** Identifying funding opportunities, writing grant proposals, and mobilizing resources to support gender and girls' empowerment initiatives and projects.

**Intersectionality and Inclusivity**: Ensuring that gender and girls' empowerment efforts are inclusive and address the intersecting forms of discrimination and disadvantage faced by girls and women based on factors such as race, ethnicity, class, disability, and sexual orientation.

**Executive of Youths’ Affairs**: The functional roles of the Youth Affairs Executive within the Information and Communication Initiative for Peace and Development shall include:

**Policy Development:** Developing policies and strategies to address youth-related issues, including empowerment, participation, and development.

**Program Design and Implementation:** Designing and overseeing programs and initiatives aimed at engaging youth in peacebuilding, development, and community initiatives.

**Advocacy and Representation:** Advocating for the rights, needs, and interests of youth at local, national, and international levels, including lobbying for policy changes and resource allocation.

**Youth Engagement and Participation:** Creating opportunities for youth participation in decision-making processes, community development projects, and peacebuilding activities.

**Capacity Building:** Providing training and support to empower youth to become leaders, advocates, and agents of change in their communities.

**Networking and Partnerships:** Building partnerships with youth-led organizations, government agencies, NGOs, and other stakeholders to enhance the impact of youth-focused initiatives.

**Education and Awareness:** Developing educational materials and awareness campaigns to address issues affecting youth, such as education, employment, health, and social inclusion.

**Monitoring and Evaluation:** Monitoring the progress and impact of youth programs, collecting data, and evaluating outcomes to inform decision-making and improve program effectiveness.

**Research and Analysis:** Conducting research on youth-related issues, analyzing trends, and identifying innovative approaches to address the needs of young people.

**Resource Mobilization:** Identifying funding opportunities, writing grant proposals, and mobilizing resources to support youth-focused initiatives and projects.

**Executive of Children’s Affairs:** The functional roles of the Children's Affairs shall include:

Policy Development: Developing policies related to children's rights, welfare, and development within the organization's framework.

**Program Planning:** Designing programs and initiatives aimed at promoting peace, development, and well-being among children.

Advocacy: Advocating for children's rights and interests at local, national, and international levels, including lobbying for policy changes and resources allocation.

**Education and Awareness:** Developing educational materials and awareness campaigns to raise awareness about children's issues and promote positive attitudes towards child welfare and development.

Collaboration and Networking: Building partnerships with other organizations, government agencies, and stakeholders to enhance the effectiveness of programs and initiatives for children.

**Monitoring and Evaluation:** Monitoring the implementation of programs and initiatives, evaluating their impact on children's lives, and making necessary adjustments for improvement.

Research and Analysis: Conducting research on children's issues, analyzing data, and using evidence-based approaches to inform decision-making and program design.

Capacity Building: Providing training and support to staff, volunteers, and partners to strengthen their capacity to work effectively with children and promote their well-being.

**Reporting and Documentation:** Compiling reports, documenting best practices, and sharing lessons learned to demonstrate the organization's impact and ensure accountability.

Child Participation: Ensuring meaningful participation of children in decision-making processes that affect their lives, empowering them to voice their opinions and contribute to positive change.

Executive of Monitoring, Evaluation and Learning: The functional roles of the Monitoring, Evaluation, and Learning (MEL) Executive shall include:

MEL Framework Development: Designing and implementing a comprehensive monitoring, evaluation, and learning framework to track the progress and impact of the organization's initiatives and programs.

Indicator Development: Identifying and defining relevant indicators to measure the outcomes and impact of the organization's interventions, ensuring alignment with program goals and objectives.

Data Collection and Analysis: Developing data collection tools, conducting surveys, interviews, and focus group discussions, and analyzing data to assess the effectiveness and efficiency of program activities and outcomes.

**Monitoring Activities:** Monitoring the implementation of program activities, tracking outputs, milestones, and key performance indicators to ensure that activities are on track and achieving desired results.

Evaluation Studies: Planning and conducting evaluation studies, including baseline assessments, mid-term reviews, and end-of-project evaluations, to assess the impact, relevance, and sustainability of the organization's interventions.

Learning and Knowledge Management: Facilitating learning processes within the organization, capturing lessons learned, best practices, and innovations, and promoting knowledge sharing and dissemination among staff, partners, and stakeholders.

Capacity Building: Providing training and support to staff, partners, and beneficiaries on monitoring, evaluation, and learning methodologies, tools, and techniques to enhance their capacity for data collection, analysis, and utilization.

Reporting and Documentation: Compiling monitoring and evaluation findings, preparing regular progress reports, and documenting successes, challenges, and lessons learned to inform decision-making, accountability, and learning.

Quality Assurance: Ensuring the quality and integrity of monitoring and evaluation data, methods, and processes, and adhering to ethical standards and principles in data collection and analysis.

Adaptive Management: Using monitoring and evaluation findings to inform adaptive management practices, making timely adjustments to program strategies, activities, and approaches based on evidence and learning.

**Executive Secretary:** There shall be a principal assistant to the organization’s executives for the smooth and efficient running of the affairs of the organization. He or she shall be answering calls, taking messages and handling correspondence. He or she shall maintain diaries and arrange appointments. It shall be the responsibility of the executive secretary to type, prepare and collate reports. Filing, organizing and servicing meetings (producing agendas and taking minutes), and prioritizing workloads, shall be the duties of the executive secretary.

**Internship**– In line with its purpose and esteem, Crisis Advocacy Movement shall encourage university students who may want to have experience in the Organization whilst pursuing their various programs of studies.

**Acquisition of Properties:** the Organization shall strive to enhance in its capacity by acquiring properties which include office space, motor bikes, motor vehicles and office equipment to carry out the program of activities undertaken by, and for its smooth and efficient running of its affairs.

**Section Five (5).**

It shall be the utmost right, responsibility and power of the initiator (that is, the Founder and Executive Director) to have total control of the use of motor vehicles (s) or motor bikes accordingly. In clear words, the Executive Director shall be the total controller of office utilities that include motor vehicles motor bikes, office equipment etc. for the fast, smooth and efficient running of the affairs of the Organization. It shall be the utmost responsibility of the ED to assign any office property including motor vehicles or motor bikes to any officials as the need arises. (That is, when the Organization shall have gotten two or more motor vehicles and/or motor bikes) fort the smooth and efficient running of the affairs of the Organization.

**Article four (4) Finance**

**Section Six (6) - Source of funding**

As a Non-profit Organization, Crisis Advocacy Movement Sierra Leone shall try assiduously to raise funds from monthly subscription by members of the Organization. The Organization shall, as well, try to solicit funds from international charitable Organizations and other humanitarian Organizations sharing identical dreams for its operation.

**Banking Co-ordinates**

Crisis Advocacy Movement -Sierra Leone (CAMSL) shall open a bank account under its name.

The bankers of the Organization shall be any reputable commercial banks in Sierra Leone. The signatories of the Organization’s accounts shall be the following holders:

The Executive Director,

Finance and Management and;

Programs’ Manager

Section 8 (Eight)

Withdrawals and bank transfer from the Organization’s bank account shall be signed by the following members:

The Executive Director,

The Finance and Admin Manager;

Programs’ Manager

However, the Executive Director shall withdraw and transfer from the Organization’s accounts with any of the signatories above (i.e., Executive of Finance and Programs’ Executive). But, the above-mentioned signatories (Executive of Finance and Programs’ Executive shall not, in anyway, make any withdrawals or transfer without the acknowledgment and/or the signatory of the Executive Director. In other words, the Executives of Programs and Finance shall not in any form withdraw from the organization’s account.

**Disbursement of Funds**

All payments from the Organization shall either be from petty cash or the Organization’s accounts. The Organization shall maintain an office petty cash. The impressed amount shall be determined by the approval of finance policy and procedure's manuals.

**Article Five (5) Auditors**

The external auditors shall be appointed by the Board of Directors

The external auditors being appointed shall be registered members of the Institute of Chartered Accountants Sierra Leone (ICA SL) with the required licenses to perform such duties.

The audited financial statements together with the Audit Report and management progress shall be presented to the executives for ratification and then forwarded to the Board of Directors for signing. The signed audit report shall be presented to members of the organization at the General Annual Conference of the Organization. The annual audit shall be completed against the 27th. October of the guaranteeing year.

**Article Six (6) Meetings**

The Office Secretary, in accordance with the instruction given by the Executive Director, shall issue out notices for meetings. Such notices shall be sent out not less than seven (7) working days before the stated dates of the meeting, except in the case of emergency. Any member who wishes to be absent from meetings must inform the secretary or the Executive Director not later than forty-eight (48) hours before the commencement of the meetings.

**Section 7 (Seven)) – Constitutional Amendment**

The Chairman of the Board of Trustees shall have the authority to amend and ratify this constitution. The notion of amendment and ratification of this constitution shall be raised up by any member of the General Assembly and must be endorsed by the Board Chairman and board members present before it is enforced.

**Ratification**

This constitution was ratified by two third members of the Board of Trustees and members of the General Body of the Organization on the 14th September, 2022, and it was reviewed and approved on the 30th of October, 2022.

Sign: ……………… Sign: ……………

Saffa Karimu Davowa Chairman, Founder and Executive Director

Board of Trustees.

**BOARD MEMBERS OF CRISIS ADVOCACY MOVEMENT**

1. **The National coordinator, Saffa Karimu Davowa**
2. **The Program Manager, Abdul Ngaojia**
3. **Abdallah Fanwundu ICIPAD**
4. **Sulaman Kallon, HSSA**
5. **Abdul Swaray, CAF**
6. **Frances Ben Kemoh , CAM**