

GOVERNANCE CHART

1. Introduction

Dar-E-Arqam Education Charitable Trust follows a structured governance framework to ensure efficient decision-making, accountability, and transparency. This governance chart outlines the roles, responsibilities, and reporting structure within the organization.

2. Objectives

- To establish a clear hierarchy and accountability framework.
- To ensure transparency and integrity in governance.
- To define the roles and responsibilities of each governing body.
- To maintain compliance with legal and regulatory requirements.

3. Governance Structure

A. Board of Trustees

- The highest decision-making body responsible for strategic oversight.
- Ensures compliance with the mission, vision, and legal framework of the Trust.
- Approves policies, financial plans, and major organizational changes.
- Appoints key personnel and oversees governance committees.

B. Executive Committee

- Comprises senior management responsible for day-to-day operations.
- Implements policies approved by the Board of Trustees.
- Supervises various departments and ensures efficient execution of programs.
- Reports regularly to the Board on operational performance.

C. Advisory Committee

- Provides expert advice on education, finance, legal, and social impact areas.
- Comprises industry professionals, academicians, and domain experts.

- Supports the Executive Committee in decision-making and strategic initiatives.

D. Internal Committees

1. Finance and Audit Committee

- Oversees financial management, audits, and budget allocations.
- Ensures compliance with financial regulations and policies.

2. Human Resources Committee

- Develops and implements HR policies.
- Oversees recruitment, employee welfare, and performance evaluations.

3. Child Protection and Safety Committee

- Ensures compliance with child protection policies and legal frameworks.
- Investigates and addresses any child-related concerns.

4. Internal Complaints Committee (ICC) – POSH

- Addresses workplace harassment complaints.
- Ensures implementation of the Prevention of Sexual Harassment (POSH) policy.

5. Education and Program Committee

- Designs and evaluates educational programs and outreach initiatives.
- Monitors curriculum, teaching quality, and student welfare.

6. Fundraising and Development Committee

- Plans and oversees fundraising campaigns and donor relations.
- Ensures ethical fundraising practices.

4. Reporting Structure

- All committees report to the Executive Committee.

- The Executive Committee reports to the Board of Trustees.
- The Board of Trustees provides strategic direction and holds the final decision-making authority.
- The Advisory Committee acts as a consultant to the Board and Executive Committee.

5. Decision-Making Process

- Decisions are made through structured meetings and documented resolutions.
- Major decisions require Board approval, while operational decisions are handled by the Executive Committee.
- Committees hold regular meetings and submit reports to the governing bodies.

6. Transparency and Accountability

- Annual reports are published for stakeholders, including financial statements.
- Regular internal audits ensure financial integrity and operational efficiency.
- Open communication channels ensure stakeholder participation in governance.

7. Review and Amendments

- This governance structure shall be reviewed annually.
- Amendments shall be made based on organizational needs and regulatory requirements.
- Changes must be approved by the Board of Trustees.

This Governance Chart ensures that Dar-E-Arqam Education Charitable Trust operates with efficiency, transparency, and accountability in fulfilling its mission and objectives.