

## Organization Structure

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### 1. Introduction

Dar-E-Arqam Education Charitable Trust follows a well-defined organizational structure to ensure effective management, accountability, and smooth operations. This structure facilitates decision-making, coordination, and efficient implementation of programs.

### 2. Objectives

- To define the hierarchy and roles within the organization.
- To ensure clear reporting lines and accountability.
- To optimize operational efficiency and coordination among departments.
- To promote transparency and effective communication.

### 3. Organizational Hierarchy

#### A. Board of Trustees

- The highest governing body responsible for the overall vision and mission.
- Approves policies, budgets, and strategic initiatives.
- Provides oversight and ensures regulatory compliance.

#### B. President

- Reports to the Board of Trustees.
- Leads the overall management and execution of the Trust's activities.
- Ensures alignment with strategic goals and oversees key departments.
- Represents the Trust in external affairs and partnerships.

#### C. Chairmen

##### 1. Finance and Accounts Committee Chairman

- Manages financial planning, budgeting, and audits.
- Ensures compliance with financial regulations and donor reporting.

## 2. Human Resources (HR) Committee Chairman

- Oversees recruitment, employee development, and workplace policies.
- Implements employee welfare programs and performance evaluations.

## 3. Education and Program Committee Chairman

- Supervises curriculum development and teaching methodologies.
- Ensures program effectiveness and student welfare.

## 4. Child Protection Committee Chairman

- Ensures implementation of child protection policies.
- Oversees the handling of child safety concerns and compliance.

## 5. Fundraising and Donor Relations Committee Chairman

- Plans and executes fundraising campaigns.
- Builds relationships with donors, sponsors, and funding agencies.

## D. Project Coordinator

- Manage specific programs and initiatives within the Trust.
- Report to respective Chairman Committee Chairmen and ensure project execution.
- Coordinate with staff, volunteers, and beneficiaries for program delivery.

## 4. Communication and Reporting Flow

- Project Coordinator reports to respective Committee Chairmen.
- Committee Chairmen report to the President.
- The President reports to the Board of Trustees.

## 5. Decision-Making Process

- Strategic decisions are made by the Board of Trustees.

- Operational decisions are managed by the President and Committee Chairmen.
- Program-specific decisions are handled by Project Coordinator under committee guidance.
- Financial approvals require joint review by the Finance Committee Chairman and President.

#### 6. Transparency and Accountability

- Regular staff meetings ensure transparency in decision-making.
- Annual reports are prepared and reviewed by the Board of Trustees.
- Internal audits and evaluations are conducted to assess efficiency and impact.
- Open feedback mechanisms are encouraged for continuous improvement.

#### 7. Review and Amendments

- The organizational structure shall be reviewed annually for improvements.
- Amendments shall be made based on growth, operational needs, and legal requirements.
- Any changes must be approved by the Board of Trustees.

This Organization Structure ensures that Dar-E-Arqam Education Charitable Trust operates effectively, with a strong governance framework and a clear distribution of responsibilities to achieve its mission.