

Governing Structure of the Organization

The Children's Home: Saikot

Introduction: The Governing Structure of The Children's Home is designed to ensure effective governance, accountability, child protection, and efficient management of all programs and services. The structure establishes a clear line of authority from the General Body and Governing Board to the management and operational staff responsible for the day-to-day care and development of children.

The General Body serves as the highest decision-making authority of the organization, while the Governing Board provides strategic leadership, policy direction, and oversight. The Manager is responsible for the overall administration and implementation of the organization's policies, programs, and activities.

Supporting the Manager are key staff members including the Coordinator, Accountant, Counsellor, Nurse, Empanelled doctor, Wardens (Caregivers), Support Staff. Together, they ensure the provision of quality care, protection, education support, psychosocial services, financial accountability, and a safe environment for all children residing in the Home.

This governance framework promotes transparency, effective supervision, and compliance with applicable laws, regulations, and child care standards while ensuring that the best interests of the children remain the central focus of all organizational activities.

Governance Hierarchy Governance Hierarchy of The Children's Home

1. General Body

- Highest governing body of the Society.
- Approves major policies, constitutional amendments, and overall direction.

2. Governing Board

- Responsible for governance, policy-making, strategic direction, oversight, and accountability.
- Composition:
 - Chairman
 - Secretary
 - Treasurer
 - Members

3. Manager

- Chief Executive Officer of the Home.
- Reports directly to the Governing Board.
- Responsible for overall administration, program implementation, staff supervision, external relations, and resource mobilization/fundraising.

4. Coordinator

- Assists the Manager in daily operations.
- Coordinates programs, activities, reporting, and staff functions.

5. Counsellor

- Provides psychosocial care and counselling services.
- Supports child protection, rehabilitation, and emotional well-being of children.

6. Accountant

- Responsible for finance and accounting.
- Handles budgeting, financial reporting, compliance, payroll, and record keeping.

7. Wardens (Caregivers) : Responsible for direct care, supervision, protection, and welfare of children.

- Warden/House Father (Boys)
- Warden House Mother (Girls)

8. Support Staff

- Assist in the smooth operation of the Home.
 - Cook
 - Support Cook / Kitchen Assistant
 - Driver
 - Janitor
 - Watchmen

This structure aligns with a typical children's home governance framework where the Governing Board provides oversight while the Manager leads day-to-day operations.

ORGANIZATION GOVERNANCE CHART

