

# COMMUNITY LINKS AND HUMAN EMPOWERMENT INITIATIVE

Linking Communities, Changing Lives!



BOARD POLICY MANUAL

## **Introduction**

The purpose of this policy manual is to serve as a reference tool in making decisions involving the management and operation of Community Links and Human Empowerment Initiative and to acquaint Board Members with their roles and responsibilities. The manual will also provide Board Members with information on CLHEI policies and procedures with respect to Financial Management, Human Resource policies etc.

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## Section 1: Organisational Overview

### 1.1 VISION

A self-reliant society where individuals and groups explore their inner resources with the aim of realizing their full potentials

### 1.2 MISSION STATEMENT

To work with the under-privileged, helping them to maximize their potentials and self-reliance

### 1.3 VALUES/STANDARDS

- **Timeliness:** Punctuality within agreed timelines. Promptness in responding to requests.
- **Good attitude:** Maintain a positive disposition in thought, speech and action.
- **Integrity:** We are our words.
- **Excellence:** Excellence is our mirror

### MOTTO

“Linking Communities-Changing Lives”

### **1.4 Short profile of the Organisation**

Community Links and Human Empowerment Initiative is a non-governmental organisation established to bring smiles and plant hope in communities especially among youths, women and vulnerable children, with offices in Makurdi and Ushongo LGAs of Benue State. Both offices are well furnished with good working environments.

CLHEI was founded in Benue State, Nigeria in January 2006 and is registered with the Corporate Affairs Commission in 2010 with registration number CAC/IT/NO/41255.

We complement government's efforts by reaching out to people in the communities especially youths, women and children at the grass roots level, by addressing issues of community development, health, environment, peace and conflict.

We bridge the development gap by empowering individuals, youths, farmers and women groups morally, socially, and economically, thereby bringing about change in the society.

CLHEI serves communities through a variety of programs, including outreaches, seminars, and workshops, bringing about change in the society.

We believe that women are the rallying point of the society, thus developing their capacity and empowering them potentially has a multiplier effect on society in general.

We reach out to children because women concern for their children and both cannot be treated in isolation, besides; children are the leaders of tomorrow.

We are willing to learn and to partner with other local and international NGOs to effect a positive change in our society.

### **1.5 Specific Objectives**

1. To provide an elaborate HIV/AIDS awareness, care and support programme in Benue State and other States of the federation.
2. To increase the awareness of the community to the rising trend of HIV/AIDS infection through public enlightenment, Home based care, campaign in schools, work places, churches and meetings of socio cultural Organizations.
3. To reduce the rate of spread of HIV/AIDS in communities through well-packaged community based programmes.

4. To collaborate with government, other NGOs and IPs in the prevention and mitigation of HIV/AIDS/STIs in the state

## **1.6 STRUCTURE/FACILITIES AVAILABLE.**

CLHEI has an office complex at No2, Plot 272, Gordon Esa Street, off Ankpa Quarters, Along Atom Kpera Road Makurdi, Benue State and systems that enable quality and immediate implementation of tasks, we employ prompt and timely delivery as a policy, and we have a good working environment for immediate take up.

We have an email address; [communitylinks11@gmail.com](mailto:communitylinks11@gmail.com), a website; [www.communitylinks.org.ng](http://www.communitylinks.org.ng), a twitter handle; Communitylinks-nig and a contact person; Helen Tegtegh, 07037724370, [helenikondo@yahoo.com](mailto:helenikondo@yahoo.com) where our programmes/activities are hosted for global information/awareness. We also maintain constant media coverage for all our events both in print and electronic media.

In addition, CLHEI has written policies that defines and governs the roles, responsibilities and activities carried out by individual staff in the organisation.

## **1.7 Programs and Accomplishments**

### **1.7.1 PAST PROJECTS**

#### **SOME PROJECTS/PROGRAMMES EXECUTED IN THE PAST**

- HIV/AIDS Prevention and Impact Mitigation among Internally Displaced Persons in Host Communities of Adamawa, Yobe and Bauchi States. Project supported by Sure-P/NACA
- Participation in world AIDS day 2014
- Free HIV Counselling and Testing in Kwenkev village Kaambe ward of Guma LGA –Mar2<sup>nd</sup>, 2014
- HIV Counselling and Testing for community members of Mbaiwen area of Adikpo town in Kwande LGA- Mar 21<sup>th</sup> 2014
- In house training on project management circle at CLHEI office- May 31<sup>th</sup>, 2014
- Free HIV Counselling and Testing outreach in Taarghar area of Utange ward in Ushongo LGA –April 15<sup>th</sup>, 2014
- HIV Counselling and Testing for communities of Aliade Gwer West LGA, Utange Ushongo LGA of Benue State. –April 26<sup>th</sup>, 2014
- A three day workshop on increase involvement CSOs leader and good governance at CRUDAN conference hall- August 2014

- A three day workshop on Bead design and Mentorship –Aug 18<sup>th</sup>-20<sup>th</sup>, 2014
- HIV Testing and Counselling outreach held in Methodist high school Makurdi –Oct 31<sup>st</sup>, 2014
- Participation in a one day celebration of world AIDS day (IBB Square) – Dec 1<sup>st</sup>, 2014
- Christmas Kitchen held with Ihugh widows- Dec 6<sup>th</sup>, 2014
- Christmas Kitchen held with Makurdi widows- Dec 17<sup>th</sup>, 2014
- One day training on HIV Counselling and Testing at Community Links Office –Feb 18<sup>th</sup>, 2015
- April 15<sup>th</sup>, 2015. Paper presentation on The Role of Women in Peace/Conflict Management in Nigeria at a workshop supported by United Nations High Commission for Refugees [UNHCR]
- Participation in World Mental Health Day –Oct 10<sup>th</sup>, 2015
- July 23<sup>rd</sup>-26<sup>th</sup>,2015 CLHEI participated in an outreach in Mbaduku, Vandekya LGEA and carried out HIV Testing and Counselling among community members. 68 community members were reached with HCT.
- November 2015, CLHEI is implementing The New Funding Model [NFM] Global Fund Community Systems Strengthening [CSS] Project in Ushongo LGA of Benue State
- November 2015, CLHEI is to implement TY Danjuma Foundation 2016 Grant Circle on Tomatoes/Pepper Preservation among women in Benue State
- Christmas Kitchen at Jos with the House of RECAB children and staff. Dec 16<sup>th</sup>, 2016
- Christmas Kitchen held with Ugbemma widows -Dec 2017
- Oct 2015 – Jun-2018, CLHEI Implemented CRS-SMILE OVC project funded by USAID with support from PEPFAR (US President's Emergency Plan for AIDS Relief.

## 2.0 BOARD MEMBERS

Membership into the organisation is drawn from professional men and women, and the organisation operates through a Board of Directors which consists of 5 male, 3 female; a chairman, a secretary and 6 members.

### 2.1 BRIEF ON BOARD MEMBERS

**Dr. Dennis Terhemen Tegtegh, B.A Art, M.A Theatre Arts, PhD**

Designation: **CHAIRMAN.**

Dr Tegtegh is a lecturer, Facilitator, Consultant Theatre for Development (TFD) with expertise in Poverty Alleviation Strategy, Community Mobilize expertise in HIV and AIDS Community Communication expert and is a professionalism has extensive experience in project implementations, management and evaluation of activities and sees to the day to day running and success of all projects.

**Mnena Ikpa**, B.Sc Sociology, M.Sc Sociology.

Designation: **SECRETARY**.

She is a community mobiliser and politician and was the Vice Chairman of Mbayegh Action Committee on AIDS.

**Mr Uja Maityu Gwaza**, B.A Mass Communication.

Mr Uja Maityu is a retired director and publisher. He is an image maker and handles areas of publicity.

**Pastor Nicodemus David**, B.Ed Social studies, M.A Theology.

He is a Teacher, Community Mobiliser and Preacher of the Gospel

**Justice Modushola Sule**, L.L.B Law, she work Citizen Mediation Cemtre, Oyo State, she is the Legal Representative of the organisation

**Helen Tegtegh**, B.A English, M.A Literature, Ph.D Literature.

Current Executive Director [ED] of Community links and Human Empowerment Initiative CLHEI, Community Development Expert, Youth Mobiliser, is a professional counsellor and also a social worker. She has extensive experience in project implementations, management and evaluation of activities and sees to the day to day running and success of all projects.

**Demenongo Agev**, PhD in-View Conflict Analysis and Resolution, Nova Southeast University He work with Federal Ministry of Affairs, Abuja

**Emmanuel Omanga Atini** M.A Political Science, He is a Retired Permanent Secretary, with Bureau for Local Government and Chieftaincy Affairs Benue State

The organisation has staff strength of [59] fifty-nine staff, 35 volunteers.

Meanwhile a total of 12 volunteers are currently working in the head office while 23 volunteers are working in the Communities in Ushongo LGA where our field office is located

## 2.2 Board Directors

A] The Directors of the company shall be not less than three and not more than five (5), unless and until otherwise determined by the Company in general meeting.

B] The first Director of the company shall be appointed by the subscribers to the memorandum of association of this Company.

C] The first Directors and the subsequent Directors shall continue to hold office unless any of them is removed by the Company in general meeting.

D] The Directors may from time to time appoint one of their members to the office of Chairman of the Board of Directors and /or Managing Director for such period and on such terms as they think fit, and subject to the terms of any agreement entered into in any particular case, may revoke such appointment. The appointment of Chairman or Managing Director shall be automatically determined if he, for any cause ceases to be a Director.

E] A resolution in writing, signed by all the Directors for the time being entitled to receive notice of a meeting of Directors shall be a valid and effectual as having been passed at a meeting of the Directors duly convened and held.

F] The Directors from time to time, and at any time may delegate to any Local Board, Attorneys, or agencies or persons any of the power, authorities and discretion for the time being vested in the Directors, other than the power to make calls, borrow money, or and any such delegation may be made on such terms and subject to such conditions as the Directors may think fit, and may include the power to sub-delegate, and the Directors may at any time annul, but no person dealing in good faith and without notice of such annulment or variation shall be affected thereby.

G] The Director may exercise all the powers of the company, borrow money to mortgage or charge its undertaking, properly and uncalled capital or any part thereof and other securities whether outright or a security for any debt, liability or obligation of the Company or of any third party. Provided no single Director shall, have power to procure any loan exceeding N5,000:00 in the name of the Company without the express authority and consent of the Company.

H] The Secretary shall be appointed by the Directors for such terms at such remuneration and upon such conditions as they may think fit, and any Secretary so appointed may be removed by them.

## **2.3 FUNCTIONS OF THE BOARD OF DIRECTORS**

### **a. Chairman**

- I. Shall preside over all General, Board of Directors and General Meetings and shall have power to summon all such meetings.
- II. Shall preside over all Executive Council meetings and shall have power to summon such meetings.
- III. Shall be a signatory to the Organisation's account.

### **b. Secretary**

- I. Records and keeps minutes of meetings including attendance and summary of all decisions taken at the meetings.
- II. Writes and dispatches circulars, letters and other correspondence of the Organisation.
- III. Keeps a register of members and up to date record of activities of the Organisation.
- IV. On the instructions of the Chairman or decision of the Board of Director or General meeting issues notice.
- V. Performs other functions that may be assigned to her from time to time by the Chairman, Board of Directors, or General meeting.

### **c. Director of Administration**

- I. Collects receives and pays into the bank all monies meant for the Organisation from any source whatever.
- II. Carries out any decision or directives of the Board of Directors or General meeting on matters relating to the budget or finance of the Organisation.
- III. Prepares or causes to be prepared in consultation with other executive officers and submit to the Executive Council an annual budget, containing the estimated revenue and expenditure of the Association for the period of 1<sup>st</sup> January of every year to 31<sup>st</sup> December of that year.
- IV. Invest the monies of the Organisation in such securities as may be approved by the Board of Directors.
- V. Circulates to every member of the Executive Council, the audited accounts and balance sheet of the Organisation in the preceding year.

- VI. Submits an annual report to the General meeting to which shall be attached the audited accounts, and balance sheet of the Association for the preceding financial year.
- VII. Shall be a signatory to the Organisation's account.

## **2.4 The Annual General Meeting.**

- a) The annual general meeting shall be held at such time and place as the directors shall appoint.
- b) The Chairman, if any, of the Board of Directors shall preside as a Chairman at every General Meeting of the Company, or if there is no such Chairman or if he is not present at the meeting or is unwilling to act, the Directors present shall elect one of their member to be Chairman of the meeting.
- c) If at the meeting, no Director is willing to act as Chairman or if no Director is present within a reasonable time after the timer fixed for the commencement of the meeting, the members present shall choose their member to be Chairman of the meeting.
- d) An annual general meeting or a meeting called for the passing of a special resolution shall be called by a minimum of 21 days' notice, in writing, except where the meeting is called as an emergency meeting in which case 7 days' notice shall suffice and the said notice of meeting shall give sufficient information as to date, venue, time and agenda of the proposed meeting.

## **4.0 POLICIES AND PROCEDURES**

### **4.1 Sponsorship and gift Acceptance Policies**

CLHEI Board members, grantees and staff are prohibited from accepting gifts under circumstances in which it could reasonably be construed that the gift is motivated by the position as a CLHEI Board member, grantees or staff and could substantially affect decisions of CLHEI.

CLHEI Board members and grantees and staff are prohibited from giving gifts if it could be reasonably construed that the gift is intended to affect the policies or practices of CLHEI, sub recipient, or any of the programs it funds.

CLHEI Board members and grantees who represent Organisations, and who are subject to a code of ethics or standards of conduct as a result of their position, may accept complimentary invitations to widely attended gatherings otherwise prohibited by this policy where such attendance is permitted under the code of ethics or standards of conduct to which the individual is subject.

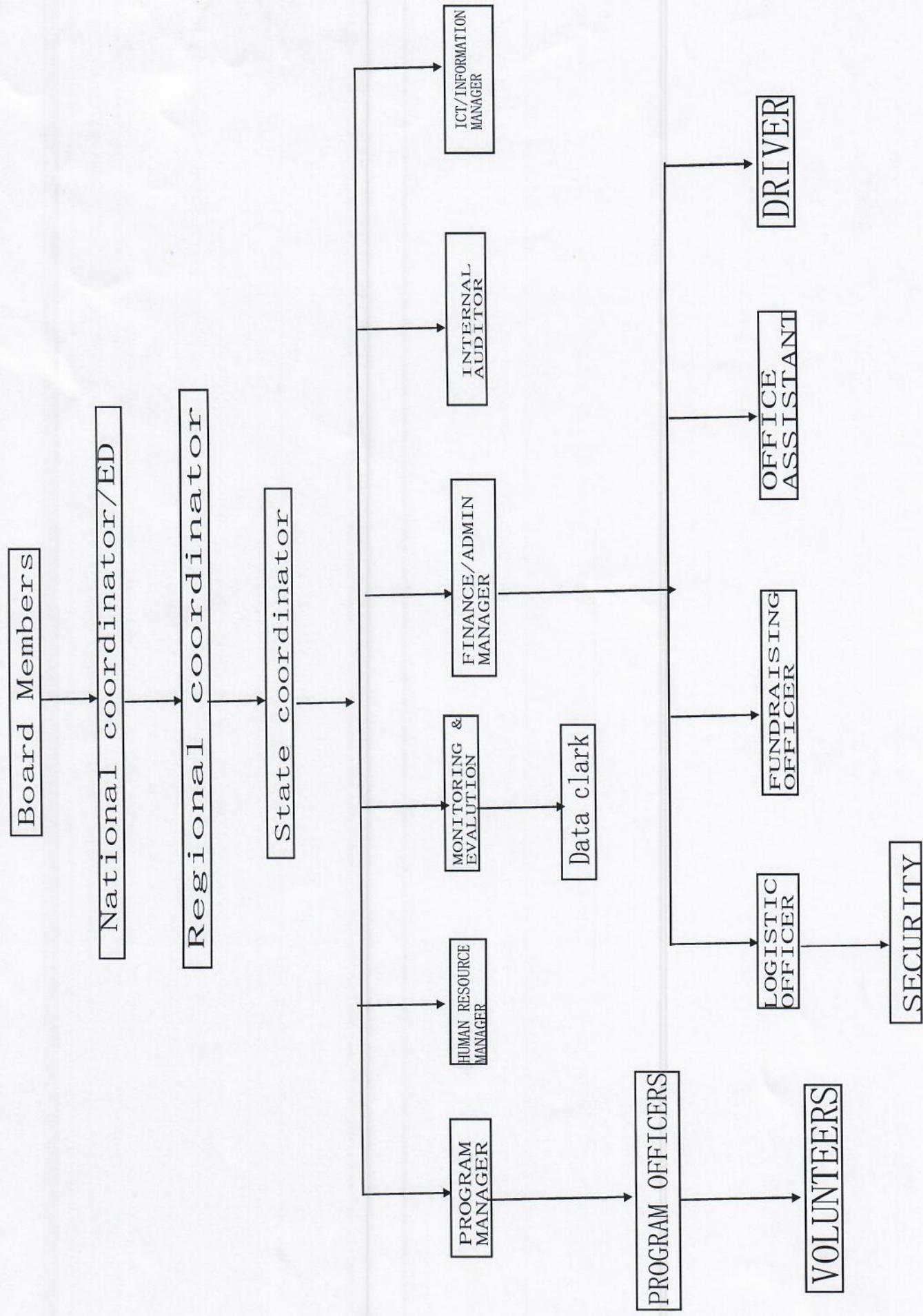
## **4.2 Conflict of Interest Policy**

This conflict of interest policy is designed to help CLHEI Board members, employees, consultants and other parties that interact with CLHEI to identify situations that present potential conflicts of interest. It is intended to provide CLHEI with procedures to appropriately manage these conflicts in accordance with the requirements of any other donors and operative laws of the country. The COI policy is intended to promote goals of fairness, accountability and transparency while ensuring high standards of ethical conduct and public confidence in CLHEI's activities. Conflict of interest includes **potential conflicts of interests** and **perceived conflicts of interest**.

Conflicts of interest can occur but are not limited to the following situations:

- Discussions relating to the selection of sub recipients and sub-sub recipients.
- The renewal for a forthcoming phase of the grant
- A substantial reprogramming of grant forms
- Issues relating to assessment, monitoring and oversight of grantees
- Discussions that have a financial impact on CLHEI members such as contracting, recruitment of staff, etc.
- Award of contracts, grants, monitoring and appraisal.

# COMMUNITY LINKS & HUMAN EMPOWERMENT INITIATIVE ORGANOGRA



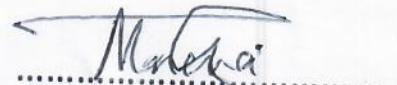
## 6.0 Contact Information: CLHEI Board Members

No.	First Name	Surname	Designation	Phone Number	E-mail
1	Dr. Dennis	Teghtegh	Chairman	08036486590	<u>Teghtegh@yahoo.com</u>
2	Mnene	Ikpa	Secretary	07039260112	<u>mnenatural@yahoo.com</u>
3	Gwaza	Ujamaityu	Member	08096369093	<u>gwaza@yahoo.com</u>
4	Nicodemus	David	Member	08038877271	<u>david@yahoo.com</u>
5	Modoshola	Sule	Member		<u>sule@yahoo.com</u>
6	Helen	Teghtegh	Member	07037724378	<u>helenikondo@yahoo.com</u>
7	Demenongo	Agev	Member		<u>agevdem@yahoo.co.uk</u>
8	Emmanuel	Atini	Member	08025802967	<u>atini@yadoo.com</u>

Signed by,



Chairman BoD



Board Secretary