



WoMena DK Board & Management Team
- Job Description
 Annual General Meeting 2016

Board: Steer the organization towards an impactful and sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as making sure the nonprofit has adequate resources to advance its mission.

Management Team: manages the daily operations of WoMena and escalates decisions where necessary to the Board.

	Board	Management Team
<i>Achieve goals</i>	Ensures strategic direction and development of the organization's objectives, that it adheres to its stated corporate purposes, and that its activities advance its mission.	Coordinate execution of activities including trainings, research, awareness raising and advocacy.
<i>Fundraising</i>	Ensures solid plan for fundraising is in place, identifies fundraising opportunities, uses networks to fundraise and advocates for the organisation and its mission.	Drafts and submits proposals (proposals over 5000 USD with input from Board), organizes fundraising events and activities.
<i>Organisational policies</i>	Identifies areas where policies are needed/need to be revised and review/approve versions submitted by Management Team.	Ensures all activities are conducted within the approved policies and guiding documents of WoMena and that these policies are kept up to date and available.
<i>HR and team</i>	Identifies key HR needs and provide oversight to Management Team in recruiting a talented team to run the day-to-day management activities of the organization, as well as ensure support/motivational structures are appropriate and in place.	Management of office including ensuring good working conditions for WoMena colleagues. Establishment and management of team structures. Recruitment and dismissal (presented in advance to Board for approval), development of relevant policies, performance evaluations, motivational framework for WoMena colleagues.
<i>Finance</i>	Ensures adequate financial management systems in place/planned to get into place.	Manages procurements within approved processes and spending within the annual approved budget for WoMena as agreed at AGM. Develops and proposes project budgets to the Board for approval and spends within the approved project budgets.
<i>Ethics</i>	Ensures that the nonprofit obeys applicable laws and acts in accordance with ethical practices, abides by its principles of integrity and collaboration and works towards sustainable impact.	
<i>Risk management</i>	Anticipates legal, governance and financial risks and ensure appropriate management and planning is in place to avoid/mitigate them.	Proactively identifies risks and proposes risk management strategies based on what is seen on ground.