SAHF
Igniting Lives

SAFEZONE
Active Humanity Foundation

DEPARTMENT STRUCTURE

&

WORK DISTRIBUTION

TABLE OF CONTENTS

CONTENT WRITING DEPARTMENT

INTERNAL TEAM STRUCTURE:

Team is divided into two parts-

- ❖ Writers-
  - ➢ Online writers: For Website and PDFs (English)
  - ➢ Offline writers: For advertising i.e., Magazines, pamphlets, brochures, posters etc. (English & Hindi)
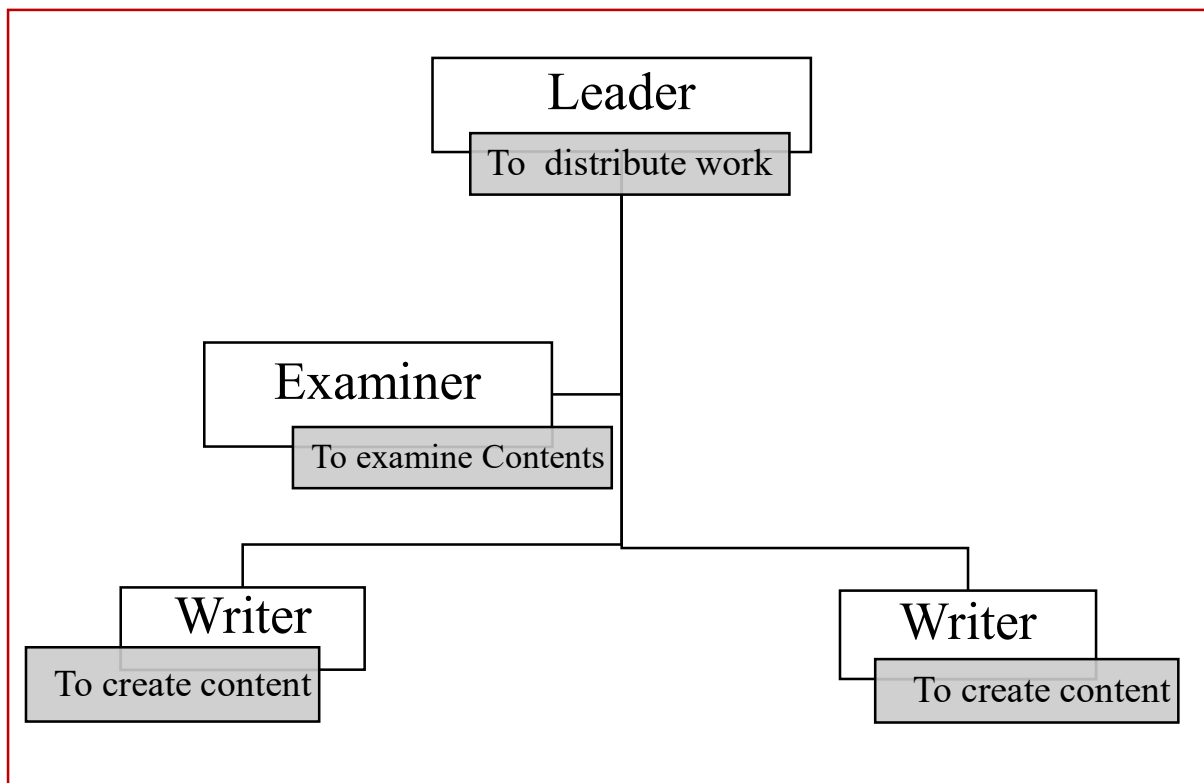 - ➢ Social media writers: for videos and posts (English & Hindi)

- ❖ Examiner- re-examine and edit the contents.

WORK STRUCTURE:
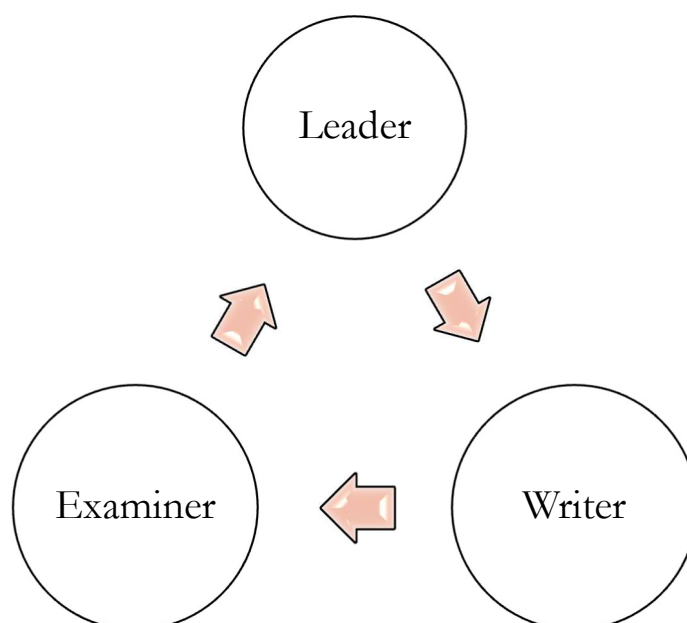
REQUIRED NUMBER OF PEOPLE-

Minimum **4 people** are required for the convenient functioning of the department.

```
            ┌──────────────────────┐
            │       Leader         │
            │ ┌──────────────────┐ │
            │ │ To distribute work│ │
            └─┴──────────────────┴─┘
                      │
      ┌───────────────┴──────────┐
      │       Examiner           │
      │ ┌──────────────────────┐ │
      │ │  To examine Contents  │ │
      └─┴──────────────────────┴─┘
        │                      │
┌───────┴─────────┐   ┌────────┴────────┐
│     Writer      │   │     Writer      │
│ ┌─────────────┐ │   │ ┌─────────────┐ │
│ │To create content│ │To create content│
└─┴─────────────┴─┘   └─┴─────────────┴─┘
```

IMPACTS OF TEAM ON ORGANIZATION-

➢ Posting appropriate and regular content lets people know what our NGO is about. It informs them about what we do and how we can help them. It answers our audience's questions and help us built trust, develop relationships, improve conversions.

➢ Content writing is vital because it helps us build confidence and develop trust.

LONG-TERM PLANS FOR THE GROWTH OF ORGANIZATION-

➢ We will provide information to the readers (donors, volunteers and needy) and establish a foundation of trust with them.

➢ We will boost our technical skills, like grammar and vocabulary.

➢ We will recruit good content writers with basic understanding of web writing and SEO.

➢ Stay updated and Brush up our basic skills.

➢ Write in a unique voice with proper researches.

GRAPHICS & DESIGN DEPARTMENT

INTERNAL TEAM STRUCTURE-

We'll have four group, each with a manager and its members.

- ➢ Poster design: for billboards, pamphlet, flyers, brochures, templates etc.
- ➢ Branding design: for logos, business cards, letter head etc.
- ➢ Print design: for T-shirts, stationary set, stickers, packages etc.
- ➢ Photos & Video-Editing and Animations: for social media.

WORK STRUCTURE:
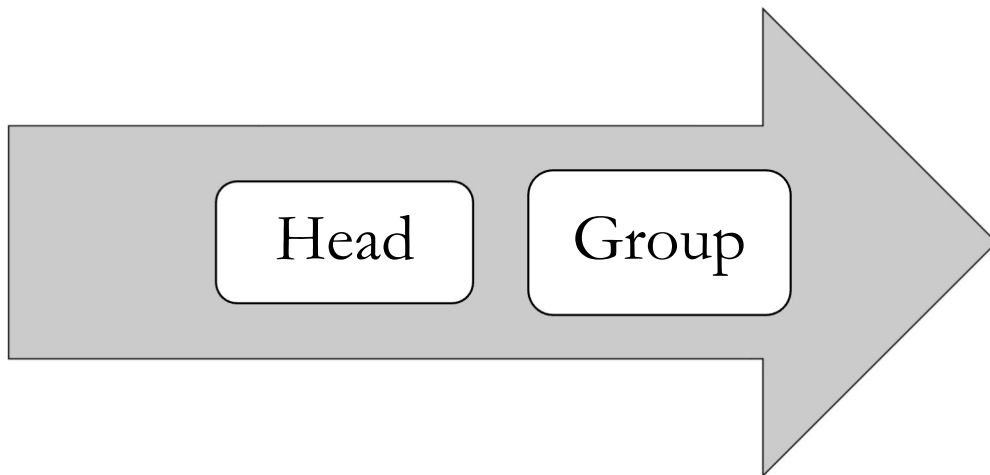
REQUIRED NUMBER OF PEOPLE:

We need minimum **5 people** according to the internal team structure.

```
                          ┌──── Head ────┐
        Group 1      Group 2      Group 3      Group 4
```
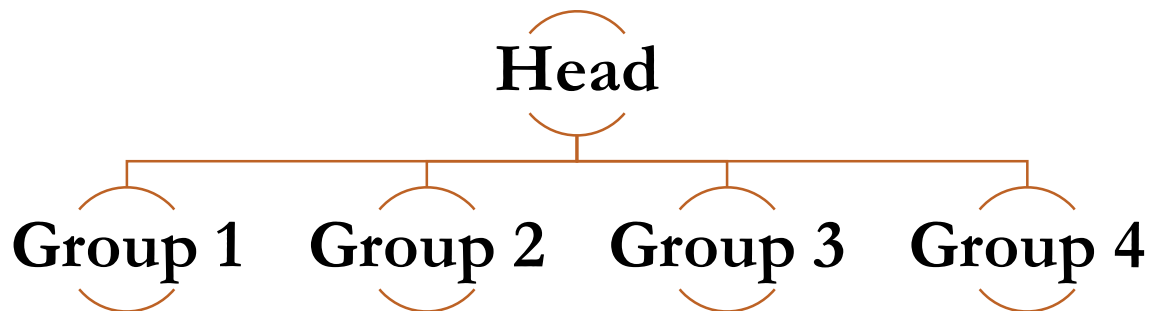
IMPACT ON ORGANIZATION:

A well-planned graphic design strategy is important for an organization to establish its image and remain visually consistent throughout the efforts. We can then use this knowledge to develop creative ideas that will ensure we reach out to our target audiences and get them interested in our NGO.

LONG-TERM PLANS-

➢ Create pursuable and convenient designs (also for social media) for better approach to contributor and seeker.

➢ Expand our graphic design skills and know how to use the latest software.

➢ Identify current trends so we can adapt them, and stay on top of the latest developments.

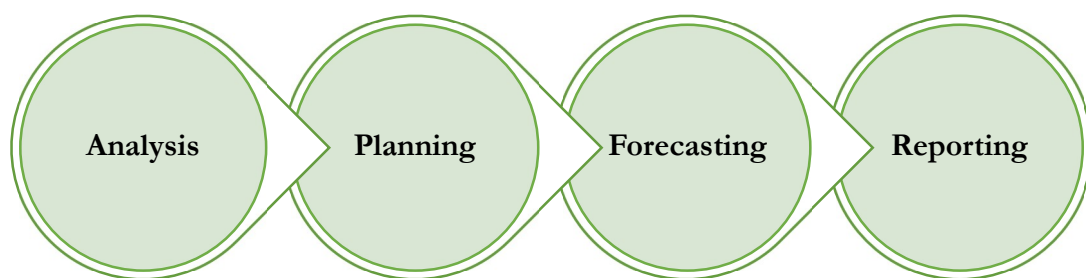# FINANCE DEPARTMENT

INTERNAL TEAM STRUCTURE:

Team should be divided into two parts:

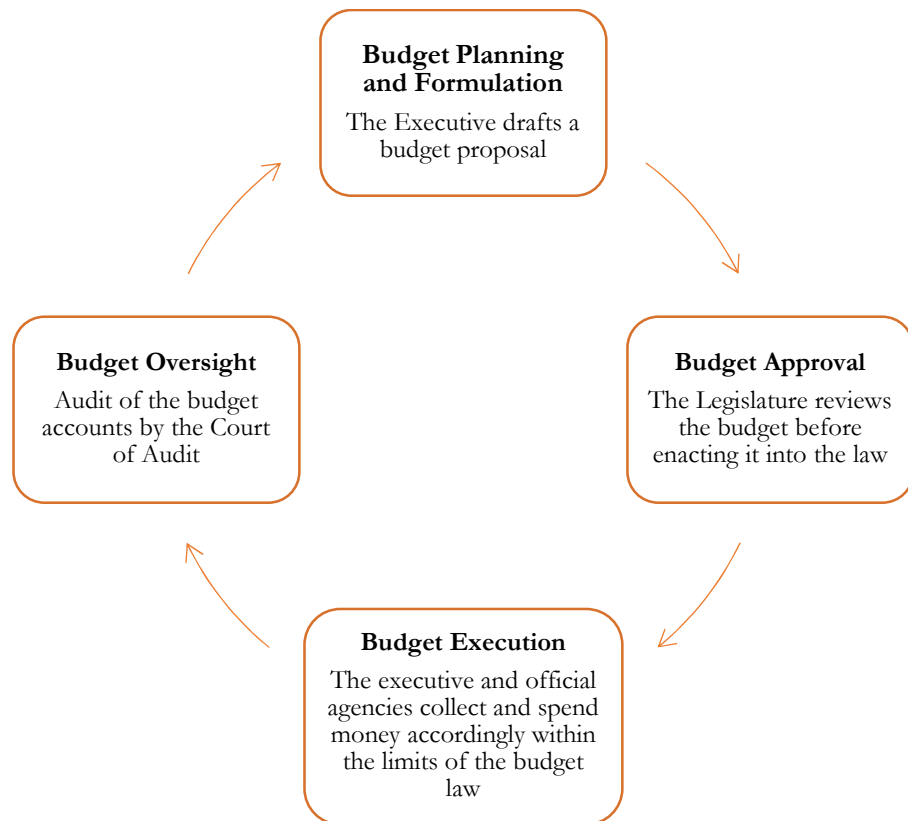- ❖ Financial activities:
  - ➢ Financial analysis
  - ➢ Planning
  - ➢ Reporting
  - ➢ Forecasting
- ❖ Financial accounting:
  - ➢ Accounting Operations
  - ➢ Budgeting
  - ➢ External

Analysis → **Planning** → **Forecasting** → **Reporting**

Budget Planning and Formulation

The Executive drafts a budget proposal

Budget Approval

The Legislature reviews the budget before enacting it into the law

Budget Execution

The executive and official agencies collect and spend money accordingly within the limits of the budget law

Budget Oversight

Audit of the budget accounts by the Court of Audit

1. • **External Audit**

2. • **Internal Audit**

3. • **Donor Audit**

4. • **Investigative Audit**
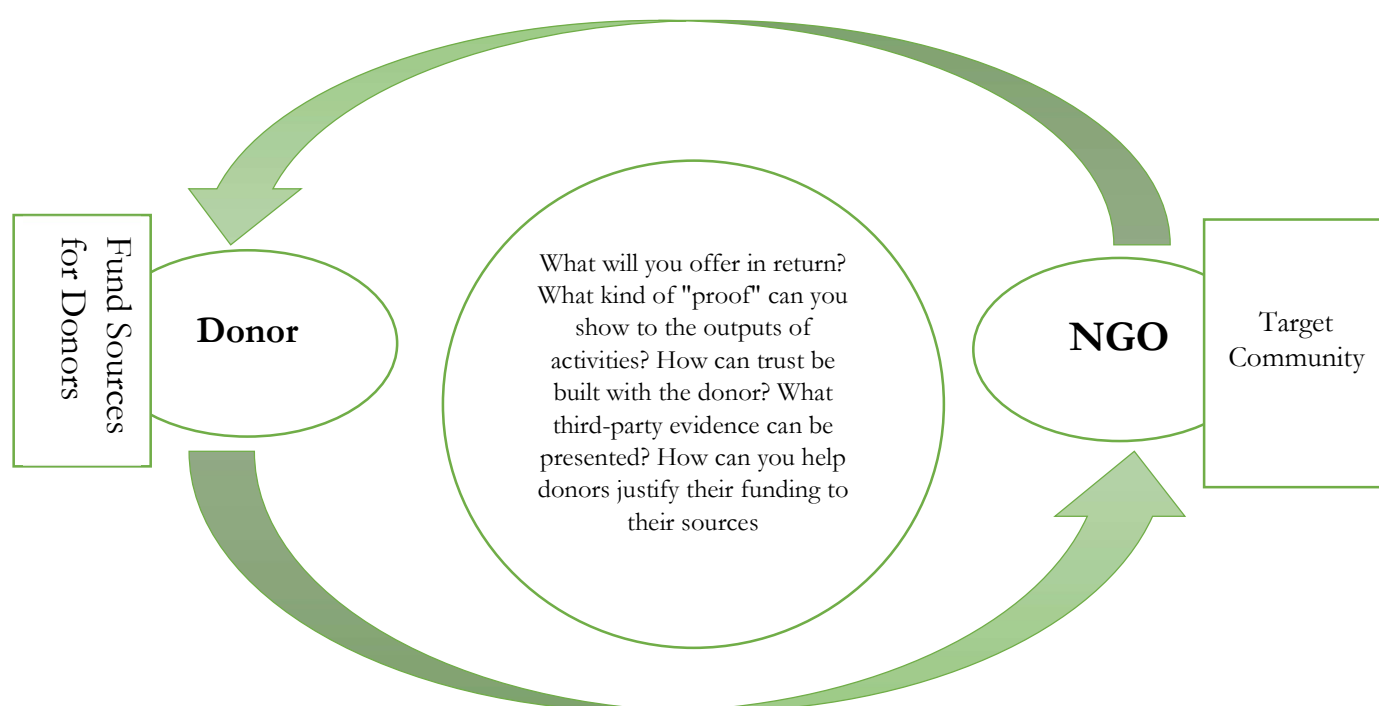
REQUIRED NUMBER OF PEOPLE:

Minimum **7 people** will be required.

HOW FINANCIAL MANAGEMENT TEAM IS IMPACTING THE ORGANISATION:

As long as the Organisation's finances and funds are unorganized, it will not be able to achieve its goals with maximum effectiveness. For Organisation, the key importance of financial planning and management is determined by the achievement of organisational goals. The financial condition of any type of organization determines its future and long-term stability. The Financial team will provide planning and sources for finance along with managing the activities related to finance and budgeting.

LONG-TERM PLAN TO GROW THE ORGANISATION

➢ To connect with more donors.

➢ Build strong and confidence-based relationships with our donors.

➢ Our focus is to reach more and more people, and the team shall will put in the best efforts it can. From time to time, strategic improvements / updates are the parts of our plan.

➢ To make sure continues growth of Organisation.

Fund Sources for Donors

Donor

What will you offer in return? What kind of "proof" can you show to the outputs of activities? How can trust be built with the donor? What third-party evidence can be presented? How can you help donors justify their funding to their sources

NGO

Target Community

PUBLIC RELATION DEPARTMENT

INTERNAL TEAM STRUCTURE:

We won't have any sub divisions. The work will be divided equally among all the members of the team. The leads of the group will try to keep a close monitor on each member as they will have a huge responsibility of expanding the work strength of organization.

LONG-TERM PLAN FOR THE GROWTH OF ORGANIZATION:

- ➤ We will try to create a healthy work environment for the members of the group.
- ➤ To build a team capable of public interaction and capable of coming up with ideas regarding expansion of organizational.
- ➤ To go with the trends so that we can reach more and more people.

REQUIRED NUMBER OF PEOPLE:

Depends on the amount of traffic we have at that particular point of time.

IMPACT ON THE ORGANIZATION:

We will strengthen the work force of the organisation and come with ideas regarding the same. To take our organisation to place where it is well recognized and supported by a good amount of people.

SPONSORSHIP DEPARTMENT

ABOUT SPONSORSHIP:-

The act of supporting an event or activity by an organisation or individual.

REQUIRED TEAM:-

- ➢ We should need **minimum 6 volunteers** excluding me.
- ➢ Communication skill of volunteers should be good.

INTERNAL TEAM STRUCTURE:-

- ➢ In today's world social media platforms are necessary to create awareness so we need social handles.

  - LinkedIn (Mandatory)

  - Twitter

  - Instagram

  - Facebook

- ➢ We need weekly progress data so we can show it to the company about our organisation work – Data – Events photos and videos

- ➢ We need to review videos of the children and how they are feeling in our NGO so that company can believe in our work.

- ➢ We need videos of ongoing classes so that company can believe we serving quality education.

- ➢ We want one day in a month from you in which the company interact with online or they can visit at our organisation and interact with children.

VISION OF THE TEAM:-

Our team will try to maintain a good relationship with the sponsors so that in future, more sponsors join with our organisation.

DEPARTMENT OF INFORMATION TECHNOLOGY

ABOUT US:

Department of information technology plays a vital role in development of SAHF. As, in this continuously changing world of I.T. We need a department which is able to coordinate with another department and provide a updated look to our organisation.

AREA OF INTEREST:

➢ Coordination with departments regarding graphics and content as well as legal matters.

➢ Development and management of Website.

➢ Management of social media

➢ Database Management

DEPARTMENT STRUCTURE:

❖ **POC: Department –**

The work of POC departments is to be in contact with other departments regarding content, graphics, updating data etc.

❖ **POC: Query & Feedback –**

Person of contact for anyone outside the organisation as well inside for any query and feedback regarding any data, structure or event of organisation.

❖ **POR: Social Media team—**

Handle social media of organisation (No need for any knowledge in field of ICT)

❖ **POR: Web and Database team—**

Handle database, website and other official works (requires extensive knowledge of ICT)
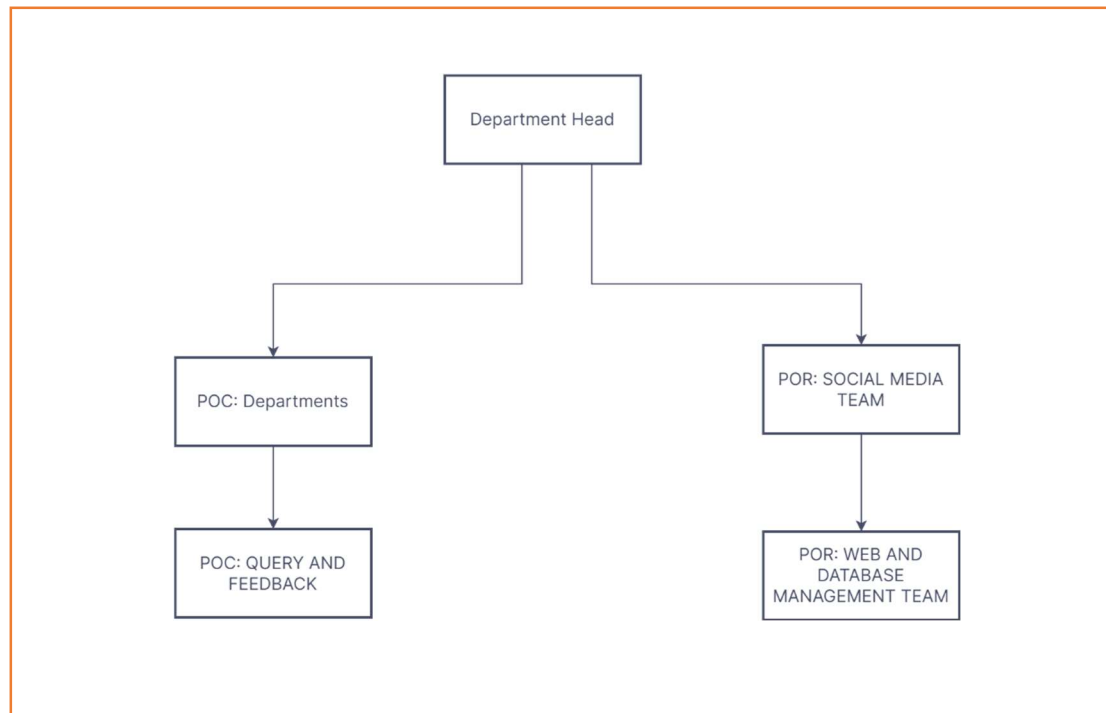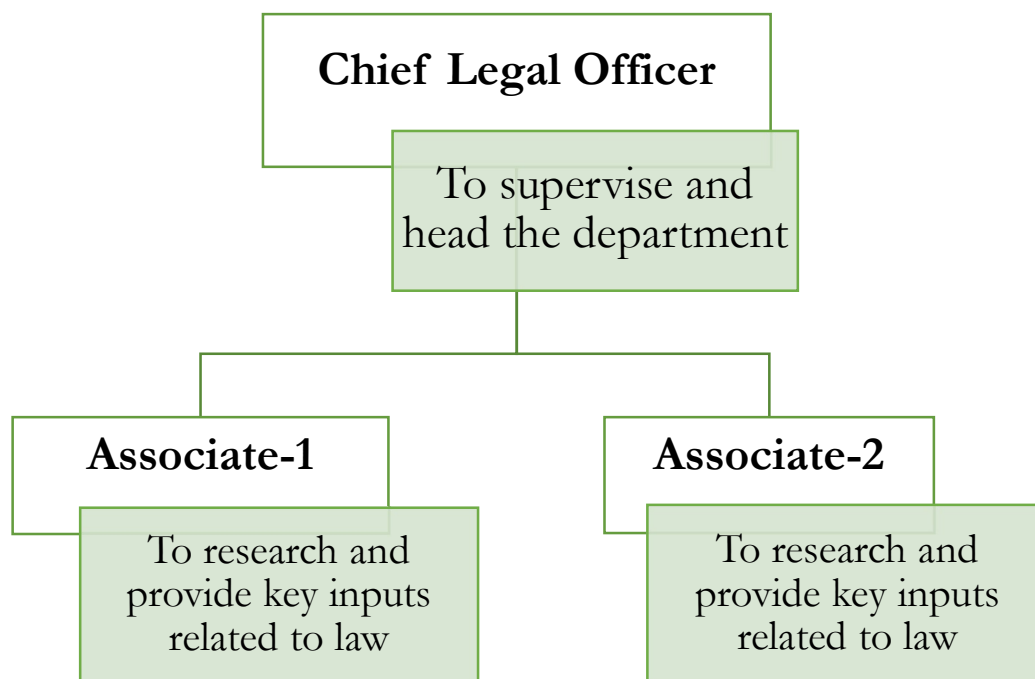
Note:

*POC: Person of Contact

**POR: Person of Responsibility

DEPARTMENT OF LAW & POLICY

ABOUT US:

One stop solution for all the "do's" and "don't" of the Organisation. Department of Law & Policy ensures that everything at SAHF goes without any legal hassle and issues. It ensures that all the works of the Organisation are in conformity of the law of the land. It advises and counsels the Organisation.

INTERNAL TEAM-STRUCTURE:

Chief Legal Officer

To supervise and head the department

Associate-1

To research and provide key inputs related to law

Associate-2

To research and provide key inputs related to law

REQUIRED NUMBER OF PEOPLE:

The Legal team needs **3 people** at least.

HOW WE WILL IMPACT THE ORGANIZATION:

➢ Helping the Organisation understand legislative and regulatory change that may impact its operations.

➢ Helping the Organisation understand the legislative and regulatory implications of its new projects, products, services and expansion plans.

OUR VISION FOR THE ORGANIZATION:

We aim to provide the best legal solution and to ensure everything goes smooth. The Department shall make every effort to ensure Organisation doesn't face any riddles in any of its project and future endeavours.

OUR VISION FOR THE ORGANIZATION: