



## OPERATION SMILE DEPARTMENTS

I propose the formation of departments/ dockets to enhance our workability and membership participation. A member should join at least one but not more than two departments.

Every department shall be headed by the respective organizing Committee leaders.

### PROPOSED COMMITTEES

#### 1. THE SECRETARIAT

This shall be headed by the Operations Manager who will be assisted by the Secretary. It shall comprise the secretaries of all the various committees. Every department shall have a Secretary who is answerable to the Operations Manager and the Secretary. Their work shall be to document every plan and activity initiated by the department. They are in charge of writing the minutes of any meeting that shall be held.

#### 2. THE TREASURY

This shall be headed by the Treasury Committee. Its mandate is to do all the audits and financial budgets needed in the organization. Every department will have a member from the treasury to monitor any areas that will need financial support. They shall draft the budget for all the activities to be undertaken. They are also responsible of identifying and looking for donors and funds from out there.

#### 3. THE LOGISTICS AND ORGANIZING DEPARTMENT

It shall be headed by the logistics committee. They will be in charge of planning and organizing all events, activities, and visits. They shall identify the places to visit.

#### 4. THE PROCUREMENT DEPARTMENT

They will be in charge of managing the purchase of all the required goods. They shall also manage and plan for any cost involving the printing of materials needed for Operation Smile Initiative.

#### 5. THE MEDIA AND TECHNICAL DEPARTMENT

It shall be headed by the Media Committee. They will be in charge of managing all the social platforms of Operation Smile. They are in charge of designing all the posters, building and managing websites, and content creation.