

CODE OF CONDUCT

WELFARE NEPAL Inc

Version	Revision	Author(s)	Revision Notes
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1. Purpose

The Code of Conduct (CoC) sets the internal rules of Welfare Nepal and conforms to Welfare Nepal Constitution. It is established to steer and underpin the activities within the organization. The Code of Conduct is set up to make fair judgement and unbiased decision on projects proposed in Nepal. The Code of Conduct also outlines the role of each executive member in the organization to distribute the responsibility and workload.

As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with Welfare Nepal Constitution and Code of Conduct. The committee is collectively responsible for ensuring that the Welfare Nepal complies with the Constitution and Code of Conduct and that individual members of the Committee comply with Code of Conduct.

The Executive Committee has authority to change the rules when required as per explained in section 12.

The main purpose of Code of Conduct is to:

- bound with legal legislation and guidelines
- set guidelines for all stakeholders
- achieve systematic, strategic and focused progress
- maintain acts of Welfare Nepal transparent
- do fair judgement and unbiased decision
- inform executive member their responsibilities
- minimize the risk of discrepancies
- inform external stakeholder
- to scope Welfare Nepal works

2. Functions

The financial year of the Association is period of 12 months ending on “30 June” every year.

1. Legal
 - Registration and renewal
 - Compliance with the rules and regulation
 - Establishment of guidelines for continuous improvements
 - Annual reporting
2. Leadership and Networking
 - Liaison with other organization, government and communities in Australia and Nepal.
 - Liaison with donor, sponsor, supporters, members and volunteers
 - Public relation
 - Risk Management
3. Finance

- Budgeting
 - Fund Allocation
 - Accounting
 - Membership management
4. Projects Management
 - Project search
 - Project selection
 - Project agreement
 - Project implementation
 - Project evaluation & monitoring
 5. Fundraiser
 - Initiate event ideas
 - Event planning
 - Event organization
 - Event management
 6. Media
 - Publicity/Reporting - Newsletter, Website, Pamphlets & Banner
 - Public speaking

3. Membership

Anyone one can become member or executive member of Welfare Nepal as per Welfare Nepal's Constitution.

Application for Membership:

- a) To become a member of the Welfare Nepal, a person must submit a written application to a committee member stating that the person-
 - Wishes to become a member of the Welfare Nepal;
 - Supports the purpose of the Welfare Nepal; and
 - Agrees to comply with Welfare Nepal Constitution and Code of Conduct
- b) The application-
 - Must be signed by the applicant; and
 - May be accompanied by the joining fee.

Welfare Nepal Process:

- a) Secretary/Treasurer receives membership form and payment.
- b) Secretary sends the welcome email or letter.
- c) Secretary adds the member on newsletter list.

At the time of the Annual General Meeting (AGM), it is important to know the current members of the Welfare Nepal. Six weeks before the AGM, treasurer sends a notice on unpaid membership fees to the members.

If the membership fee is not paid within three weeks of notice, the member cannot nominate for executive committee positions.

Welfare Nepal promises to return favour to member of Welfare Nepal as follows:

- An entity who donated the amount minimum of \$15/month or \$180/year; name will publish on social media as **“Gold Member”** of Welfare Nepal.
- An entity who donated the amount minimum of \$120/year; name will publish on social media as **“Silver Member”** of Welfare Nepal.
- An entity who donated the amount minimum of \$60/year; name will publish on social media as **“Bronze Member”** of Welfare Nepal.

Liability insurance is not provided to any members and volunteers while participating in WN events.

4. Donor, Sponsor, Supporter and Volunteers

Welfare Nepal promises to return favour to anyone who supports Welfare Nepal as follows:

- An entity who donated the amount over \$1000; name will publish on social media as **“Platinum Donor”** of Welfare Nepal.
- An entity who donated the amount minimum of \$1000; name will publish on social media as **“Gold Donor”** of Welfare Nepal.
- An entity who donated the amount minimum of \$500; name will publish on social media as **“Silver Donor”** of Welfare Nepal.
- An entity who donated the amount minimum of \$250; name will publish on social media as **“Bronze Donor”** of Welfare Nepal.
- An entity who sponsors Welfare Nepal Events; name will publish on social media as **“Event Sponsor”** of Welfare Nepal.
- A person supporting Welfare Nepal financially; name will publish on social media as **“Supporter”**.
- A person supporting Welfare Nepal as a volunteer; name will publish on social media as **“Volunteer”**.

5. Meetings

- The committee must call all the current General members (as noted under Item No 3) of the WN to convene for an Annual General Meeting (AGM) which shall be held within 5 months after the end of each financial year.
- The President & Secretary to liaise with current committee to prepare an Annual Report.
- The current committee to present the Annual Report at the AGM.
- The committee must meet at least 4 times in each year in Feb, May, Aug and Nov, times and places determine by the Committee.
- The Secretary must give to each member of Welfare Nepal;
 - a) At least 21 days’ notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - b) At least 14 days’ notice of a general meeting in any other case

6. Communications

Any communication transmitted by any individual committee members without prior consent from the committee will be considered as his/her personal view. Individual members are not permitted to express opinion/view on behalf of welfare Nepal without prior discussion in a committed meeting.

7. Project Selection and Management

Project is an activity which is undertaken utilizing Welfare Nepal's fund. The project should comply with the Welfare Nepal Rules (Appendix will contain Project Proposal, Selection Criteria and Process.

The project should be proposed and managed by Executive Committee as below:

1. Each project has a project manager.
2. Project manager is one of the Executive Committee members
3. Proposal should be in English and shares it with the Executive Committee. As per "WN Project Proposal Template"
4. All the project proposal to be received by April of each year.
5. All the project received to be selected by June of each year in consultation with treasurer
6. All the project agreement and evaluation plan to be prepared by December of each year.
7. All the project to be commence by following year January-March.

These are the steps discussed during executive team meeting please amend as required.

Step 1: Receive Project Proposal

Step 2: Assess Project using Assessment tool

Step 3: Report Project Selection team

Step 4: Voting by Project Selection Team & Approval (Secretary, Treasurer and 3 Executive Members)

Step 5: Approval by President or Vice-President in absence

Step 6: Notify Executive and General Members (with 1 week notice for feedback)

Step 7: On final approval notify applicant

Step 8: Project Management

Step 9: Project Monitoring and Evaluation

8. Project Types

The project should be proposed within following scope:

1. Education
2. Health
3. Livelihood

9. Operational Expenditure

The operational expenditure budget for the upcoming financial year are proposed and approved on AGM. The listed members should prepare and share the proposal with the executive committee two weeks before the meeting:

- President/Vice President
- Secretary
- Treasurer
- Project Co-ordinator
- Project Manager
- Fundraising Manager

10. Allowance

Welfare Nepal volunteers in Nepal receives an allowance to spend. All fund provided should be spent in alignment with Agreement with Welfare Nepal.

For a volunteer to be approved for receiving allowance:

- The volunteer involved directly in Welfare Nepal project.
- Within two weeks of project completion all, the remainder fund should return to Welfare Nepal.
- The allowance needs to be approved by Executive Committee.
- The receipts for the expenditures required if possible.
- The volunteer with the allocated allowance should never hold money more than the approved allowance.
- The receipts for the expenditures required if possible. Any expenses greater than Rs.500 must be accompanied by receipt. If it is unfeasible to get receipt, the expenses must be declared with the signature of the person spending the fund.

11. Welfare Nepal Organizational Chart

There are four positions as listed below in the constitution that need to be elected at the Annual General Meeting (AGM) by general members of the WN.

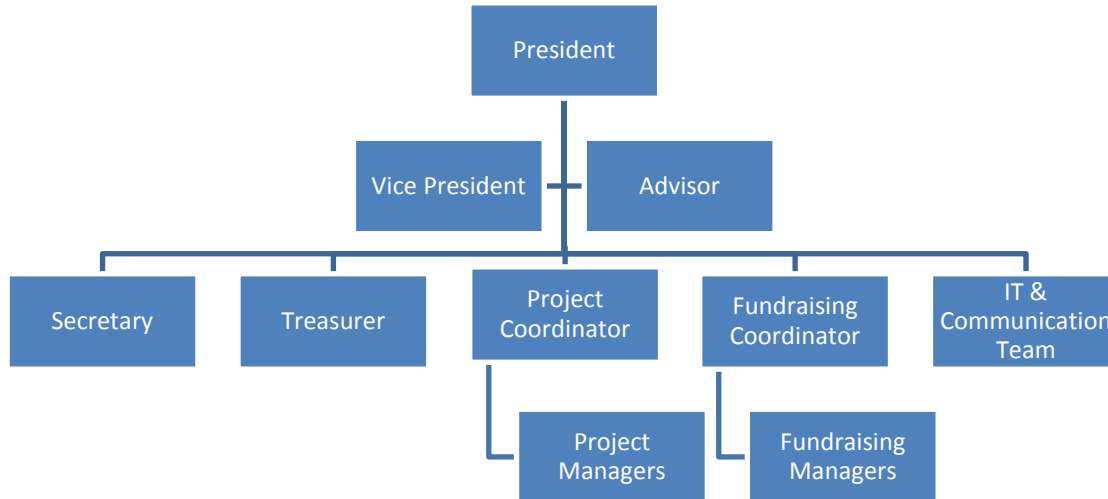
1. President
2. Vice President
3. Secretary
4. Treasurer

New positions introduced in the Code of Conduct as committee members are as follows. The new committee members shall be elected by the general members of the WN at the AGM.

1. Advisor
2. Project Coordinator
 - a) Project Managers
3. Fundraising Coordinator

- b) Fundraising Managers
4. IT & Communication Team

New positions can be introduced or existing positions can be removed with the executive team's approval during AGM.



President and Vice-President

The president or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings. Vice-President represent the President during the absence of President.

The activities managed and supervised by the President/Vice-President includes, but are not limited to:

- Overseeing all the activities in the organization
- Strategic Planning and its Implementation
- Making day to day decisions for the organization
- Maintaining government reporting
- Seeking, negotiation and forming partnerships
- Maintaining relationship with other organization
- Coordinating and chairing the Executive Committee
- Coordinating and chairing the Annual General Meeting
- Being in continuous contact, supervising all managers, and giving guidance to managers
- Has the authority to call a person or organization Welfare Nepal Volunteer.
- Maintain registration with Consumers Affair Victoria (CAV) and Australian Charity Not-For-Profits Commission (ACNC).

Secretary

The activities managed and supervised by the Secretary includes, but are not limited to:

- The Secretary must perform any duty or function required under the Act to be performed by the Secretary of an incorporated association.
- The Secretary must-
 - a) maintain the registration of members; and
 - b) keep custody of the common seal (if any) of the Welfare Nepal
 - c) provide members with access to the register of members, the minutes of general meetings and other books and documents; and
- The Secretary must maintain the overall communication within the organization.
- Preparing agenda and minutes of meeting
- Manage memberships, archive membership forms and database
- Archiving the email communications with members
- Managing and initiating new ways to attract more members and retaining the existing members.
- Planning, development and implementing strategies.
- Public speaking at interviews, presentations and relevant events
- Developing community relations through events and involvement in community initiatives.
- Organizing promotional events to improve Welfare Nepal's publicity
- Reporting to the President and providing regular reports to the Management committee. (Every three months).
- Researching, writing and distributing press releases to targeted media

Treasurer

The activities managed and supervised by the Treasurer includes, but are not limited to:

- The Treasurer must-
 - a) receive all moneys paid to or received by Welfare Nepal and issue receipts for those money in the name of Welfare Nepal
 - b) ensure that all moneys received are paid into the account of the Welfare Nepal within 5 working days after receipt; and
 - c) make any payments authorised by the Committee or by a general meeting of Welfare Nepal from Welfare Nepal fund
 - d) ensure that the financial records of the Welfare Nepal are kept in accordance with the Act
 - e) coordinate the preparation of the financial statement of the Welfare Nepal and their certificate by the Committee prior to their submission to the annual general meeting of the Welfare Nepal
 - f) must ensure that at least one other committee member has access to the accounts and financial records of the Welfare Nepal
- Receiving the membership form and fees
- Sending membership fee reminders every 6 months
- Maintain records of membership fee collection

- Making the payments
- Budget forecast and report presentation in AGM.
- Accounting
- Maintaining the relationship with finance departments of other organizations
- The treasurer reports to the President and provides regular report to the Executive Committee every 3 months.
- Manage fundraising event finance

Project Coordinator

The activities managed and supervised by the Project Coordinator includes, but are not limited to:

- Projects coordinator is the “go to person” for finding out about the status of the projects in Nepal.
- Receive project proposals, run project assessment process, prepare project agreement, inform Project Managers and run project evaluation process.
- Overall management of projects Nepal which includes;
 - a) Liaison with Project Managers
 - b) Coordination of project volunteers in Nepal if required
 - c) Receive project report and financial report as per Project Agreement
 - d) Status of the project, i.e started, in progress, finished, unsuccessful
 - e) Report to the President and provides regular report to the Executive Committee every 3 months.
 - f) Update IT and Communication team with the project report
- Coordinate internal and external stakeholders of project
- Coordinate Project Managers

Project Manager

Each Project in Nepal is managed by a project manager. Any member of the Welfare Nepal is the legitimate to become the project manager of the project in Nepal. The project manager is responsible for:

- Projects Manager is the “go to person” for finding out about the status of the particular project in Nepal.
- Receive project proposals and liaison with Project Coordinator to implement the project in Nepal
- Overall management of projects Nepal and report Project Coordinator which includes;
 - a) Liaison and coordination of project volunteers in Nepal if required
 - b) Receive project report and financial report as per Project Agreement
 - c) Status of the project, i.e started, in progress, finished, unsuccessful
 - d) Report to the Project Coordinator every 3 months.
- Assist project coordinator to coordinate internal and external stakeholders of project
- Facilitating of money transfer to Nepal for the project
- Communicating to the people, volunteers or paid staff, organizations or schools for the project that has been defined to be executed.

- Reassuring the effectiveness of the project and its execution
- Executes the projects as per Project Agreement.

Fundraising Coordinator/ Team

- Create quarterly or bi-monthly target for fundraising and networking follow up with all members and initiates these activities
- The fundraising manager is the single point of reference for finding out about the past, ongoing or organized fund-raising projects for the association
- The fundraising manager can initiate/generate strategies of fundraising event or improve the existing models.
- Coordinate and manage event activity
- Create team and assign roles responsibility
- Coordinate community and other organization or media, networking, idea and raise fund
- Finding sponsor including event sponsors
- Collaboration with community event holders for fundraising at public/private events
- Finding government funding sources
- The fundraising manager reports to the treasurer and provide regular reports to the executive committee. The report can include the status of the fundraising projects:
 - a) Number of projects organized
 - b) Overhead cost of the projects
 - c) Total money raised
 - d) Number of person-hour spent
- All of the fund raising events need to have the approval of the fundraising coordinator before going ahead.
- Fundraising manager approves the advertising materials from Sponsors

IT and Communication

The activities managed and supervised by the IT and Communication Team includes, but are not limited to:

1. Overall webpage maintenance and updates
2. Webpage content maintenance and updates
3. Facebook maintenance and updates

Half Yearly Newsletter

4. The content needs to be up-to-date with the projects, news and activities of the foundation.
5. Website administrator can initiate new sections or tools as required to best introduce the foundation to the community.
6. Designing, writing and/or producing presentations, press releases, leaflets, newsletters, info-graphs, report, publicity, brochures, information for websites and promotional video.
7. IT and Communication Team reports directly to President
8. Managing and updating information, providing public with information about current campaigns progress and engaging with users on social media sites as Website, Twitter, Facebook, LinkedIn, email etc

9. Planning and coordinating photo opportunities, films and multimedia programmes;
10. Collating and analysing media coverage

12. Changing the code of Conduct

For introducing a change to this document, at least three committee members need to write to the president and ask for the change. The requested change needs to be included in the correspondence. The president holds an Executive Committee meeting for the change within two months of the request. The requested change needs to be approved by Executive Committee. The president reviews the Code of Conduct annually to make sure the rules still apply and are followed.