



ARK DEVELOPMENT ORGANIZATION



BOARD MANUAL

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Service To Mankind

1.0 BASIC INFORMATION

Name of Organization: Ark Development Organization

Formally called: AMPA Resource Organization

Acronym: ADO

Head Office Address: Awo Yaa Amankwah I Street, Near Star Photos – Nsawam

Branch Office: Berekum (Behind Mama Yaa Badu house)

Mailing Address: P.O. Box 198, Nsawam, E/R **Contact** +233 244101915/ (0) 503896687

E-mail: arkdevelopmento@gmail.com

Contact person 1: Emmanuel Kwafo Mintah

Contact person 2: Eunice Asante

Designation: Executive Director

Designation: Finance/Administrative Officer

Phone number: (+233) 244-101915

Phone number: (+233) 543911895

Contact Address: P.O. Box 198, Nsawam

Place of Establishment: Nsawam

Year of Establishment: 2001

Year of Registration: 2004

Legal status:

| Registration | Registration Number | Year |
|-------------------------------------|----------------------------|-------------|
| <i>Registrar General's Dept.</i> | <i>Old: G-13, 601</i> | <i>2004</i> |
| | <i>New: CG179742015</i> | |
| <i>Department of Social Welfare</i> | <i>3343</i> | <i>2004</i> |
| <i>Tin Number</i> | <i>C0005510511</i> | |

1.0 BACKGROUND INFORMATION

Ark Development Organization (formally AMPA Resource Organization) is a Non-Governmental Organization operating in the Eastern, Greater-Accra, Upper West, Bono East and Ahafo Regions of Ghana. The Organization which emerged through the efforts of four (4) young Ghanaians and one Canadian who saw the need to offer social service and health education to rural communities. This vision came about when they realized on their regular visit to rural communities that most rural folks needed information about health, education, child rights issues, women empowerment, livelihood empowerment and youth development.

Since its establishment in 2001, Ark Development Organization has undertaken several communities-based interventions and social development initiatives in its working communities. These covered communicable and non-communicable diseases, sanitation and environment campaigns, and civic engagements on education improvement, governance, capacity building and empowerment of women, the youth and PWDs, advocating for child rights, trained youth in apprenticeship programmes, skilled development for migrant and vulnerable orphans and children as well as awareness creation on the Sustainable Development Goals (SDGs).

The operational districts include:

- **Brong-Ahafo Region:** Berekum Municipal (Berekum), Dormaa Municipal (Dormaa), Dormaa East (Wamfie), Jaman South (Sampa) and Seni West (Kwame-Danso).
- **Eastern Region:** Nsawam-Adoagyiri Municipal, Ayensuano District, Suhum Municipal, Kwaebibirem District, Akuapem North, Upper West Akim, Akyemansa and Akwapim South District District.

3.0 VISION AND MISSION STATEMENT

Vision: “Creating a world of equal opportunities”.

Mission Statement:

ADO is a health, education, governance and environmentally focused organization committed to improving the lives of deprived women, children, youth and the disabled through capacity building, evidence-based advocacy and participatory innovative programmes.

4.0 OPERATIONAL OBJECTIVES

- 1 To promote the development initiatives of children, the youth, women and persons with disabilities.

- 2 To provide a platform for the voiceless and the marginalized in society on good governance and human rights.
- 3 To create awareness on communicable and non-communicable diseases and Sexual Reproductive Health and Rights.
- 4 To promote good practices on environment, climate change, water, sanitation and hygiene, and agriculture.
- 5 To develop organizational capacity for internal strengthening and external networking towards effective community service delivery.
- 6 To operationalize social enterprises for sustainable development.

5.0 CORE VALUES

The following core operating values influence the culture and public image of Ark Development Organization as an effective Non-Governmental Organization serving a wide variety of individuals and families.

1. **Diversity:** ADO understands that deprived and marginalized people are part of society and when given the necessary platform they can perform and sometimes even perform better; we seek to assist as many people as our financial resources support.
2. **Partnerships:** ADO works with partners and development actors who share common vision.
3. **Empowerment:** ADO believes in increasing the spiritual, political, social, educational, gender or economic strengths of individuals and communities by helping deprived individuals to make choices and to transform them into desired actions. Again we believe that every individual has certain amount of capabilities and when exposed to them can make a change in his/her life.
4. **Accountability:** ADO believes in acknowledging and assuming responsibility for our finances, actions, decisions, and policies including the administration and implementation within the scope of our work. We believe that accountability cannot exist without proper practices.
5. **Transparency:** ADO believes in operating in such a way that it is easy for others to see what actions are performed in the organization. All draft documents, all arguments for and against a proposal, all final decisions, and the decision making process of the organization are made public and remain publicly archived where necessary.
6. **Participation:** The activities of the organization involve all categories of persons such as children, youth, men and women, the marginalized, vulnerable and the socially excluded.

7. Mutual Respect: Respecting the views of all stakeholders, staff, beneficiaries especially those of women, children, PWDs and vulnerable adults.

6.0 THE GOVERNING BOARD CHARTER

6.1 PURPOSE

This charter sets out the key values and principles of the Board of directors of Ark Development Organization

It provides a concise overview of: the role and responsibilities of the board of directors; powers of the board and board committees; separation of roles between the Board and Management; and the practice of the board in respect of corporate governance matters.

6.2 ROLE OF THE BOARD

- a) The Board is the ultimate decision making body of the Organization.
- b) The Board is responsible for establishing sound system of internal control for the Organization.
- c) The Board is responsible for: adoption of strategic plans and policies; monitoring the operational performance; establishing policies and processes that ensure integrity of the Organization's internal controls.
- d) The Board is responsible for establishing clear roles and responsibilities in discharging its fiduciary and leadership functions.
- e) The Board is responsible for ensuring that the strategies adopted promote the sustainability of the Organization.
- f) The Board is responsible for establishing policies and procedures for effective operations of the Organization.
- g) The Board shall establish appropriate staffing and remuneration policies for all employees as required.
- h) The Board shall ensure the Organization's compliance with all applicable laws, regulations, governance codes, guidelines and regulations and establish systems to effectively monitor and control compliance across the Organization.

6.3 MATTERS RESERVED FOR THE BOARD

- a) The Board reserves specific powers to itself and delegates other matters to the management of the Organization.
- b) The Board delegates its day-to-day powers and duties to the Chief Executive Officer and to the Executive Committee which in turn will make further delegations.

6.4 DELEGATION OF AUTHORITY

- a) Effective governance of the Organization requires management to be involved in all significant decisions, and to be accountable to the Board. All delegated authorities must emanate from the Board.
- b) The CEO must liaise with the Board any matter of significance affecting the Company which requires the Board's attention, including any matters which exceed the delegated authority of the executive management.

6.5 COMPOSITION OF THE BOARD

- a) The Board shall ensure that it comprises a diverse mix of skills and expertise critical for effective oversight on the management of the organization. This shall be underscored by ensuring that each member has the requisite skill and access to the necessary tools required for their effective performance.

6.6 APPOINTMENT AND REMUNERATION OF BOARD MEMBERS

- a) The Chairman of the Board shall be appointed by the Board and must be a non- executive director.
- b) The number of Board members shall be as determined by the organization's Articles of association and local regulatory requirements.
- c) The Board shall establish and approve formal and transparent remuneration policies and procedures for Board members.

6.7 BOARD EVALUATION

- a) For improved Board effectiveness, the Board shall carry out an assessment of its performance the performance of the Chairperson that of its committees, individual members, the Chief Executive Officer and the organization's Secretary.
- b) The Board shall discuss the results of the evaluation exercise which shall also inform the Board on the training needs for its members.
- c) The Board shall disclose whether evaluation of the Board, the chairperson, the Chief Executive Officer and company secretary has been undertaken in the annual report and financial statements of the organization.

6.8 ROLE OF THE CHAIR AND CEO

The Board shall elect a chair who shall be an independent director. The CEO shall keep the Chair informed about the business of the organization.

The Role of the Chair shall be to:

- a) Provide leadership to the Board and ensure its effectiveness in all aspects of its role. The Chair shall set the Board agenda with the assistance of the Chief Executive Officer and Company Secretary;
- b) Facilitate the effective contribution of non-executive directors and encourage constructive relations between executive and non-executive directors.
- c) Monitor attendance at Board meetings;

- d) Develop the strategy of the Company, together with the CEO, and ensure the Board is fully appraised and has the opportunity to debate the strategic direction of the organization
- e) Put in place and maintain an effective delegation of authority structure to provide effective management and control over the organization's business with the assistance of the CEO;
- f) Communicate effectively with the organization's stakeholders. The stakeholders include, where applicable, regulators, governments, , staff and the community within which the organization operates;
- g) Manage the training needs of each board member and ensure development;
- h) Ensure the Board undertakes continuous development in order to enhance governance practices within the Board itself and in the interest of the organization.

The role of the CEO shall be to:

- a) Ensure that the policies spelt out by the Board in the organization's overall corporate strategy are implemented;
- b) Identify and recommend to the board competent officers to manage the operations of the institution. In the fulfilment of this duty, the CEO should ensure that the organization's human resources policy is adhered to;
- c) Co-ordinate the operations of the various departments within the organization;
- d) Establish and maintain efficient and adequate internal control systems;
- e) Design and implement the necessary management information systems in order to facilitate efficient and effective communication within the organization;

6.9 DUTIES OF BOARD MEMBERS

Each Board member shall have the fiduciary duty to—

- a) Exercise a reasonable degree of care, skill and diligence;
- b) act in good faith and in the best interests of the organization and not for any other purpose;
- c) act honestly at all times and must not place themselves in a situation where personal interests conflict with those of the organization;
- d) exercise independent judgement at all times;
- e) devote sufficient time to carry out their responsibilities and enhance their skills;
- f) promote and protect the image of the organization;
- g) owe the company a duty to hold in confidence all information available to them by virtue of their position as a Board member.

6.10 BOARD COMMITTEES

- a) The Board may discharge any of its responsibilities through Board Committees appointed from amongst its member's subject to the applicable laws.
- b) The Board has established the following committees:
 - Audit Committee
 - M&E Committee
- c) The Board shall appoint the Chairpersons of the Committees and shall approve appropriate terms of reference for the Committees.
- d) Reporting obligations:

- The Committees shall report to the Board on matters referred to it by the Board and on the proceedings following each meeting of the committee. The report shall include findings, matters identified for specific recommendation to the Board, action points and any other issues as deemed appropriate.
 - The committees shall liaise with each other in so far as it is expedient to effectively perform their different roles.
- e) The Board remains collectively responsible for the decisions of any committee and shall review the effectiveness and performance of committees annually.
- f) The Board may be required to establish other committees from time to time.

6.11 RELATIONS WITH STAKEHOLDERS

- a) The Board shall have a stakeholder-inclusive approach and will be responsible for giving due consideration to the legitimate interests and expectations of the organization's stakeholders in its deliberations, decisions and actions.
- b) The Board shall establish effective communication with the Company's stakeholders including the media as may be appropriate.

6.12 BOARD TRAININGS

- a) The Board shall have refresher training on organizational policies on the first week of January of every year. Highlights shall be given on policies such as ADO Operational manual, Child Protection Policy, Safeguarding Policy, Gender and Inclusion Policy, PSEA Policy among others.
- b) These trainings are mandatory as failure to follow behaviour codes in these policies surmount to termination.*

6.13 PROFILE OF THE CURRENT BOARD OF ARK DEVELOPMENT ORGANIZATION

| S/N | NAME | CONTACT | POSITION | QUALIFICATION |
|-----|----------------------|---|-------------------|--|
| 1 | Sakinatu Adams | +233 249475055 / +233 208380439 Sakinaadam844@gmail.com | Board Chairperson | MSc Development Planning and Policy Formulation Experienced in community development planning. She is currently the Municipal Development Planner for Nsawam Adoagyiri Municipal. |
| 2 | Eunice Asante | +233 543911895 eunessa.ea@gmail.com | Secretary | Bachelor of Commerce Experienced in administrative work and fundraising. Supports in proposal development |
| 3 | Grace Asamoah Mintah | +233 242034797 / +233 505224431 profgracefavour@gmail.com | Member | Mphil in Training and Development She is a professional in the field of research, education and Skills Development with special interest in research, Training and Innovation. |
| 4 | Kwadwo Boahene | +233 242364113 kboahene@yahoo.co.uk | Member | Mphil.in Research He has vast experience in research and programme development and management as well as leading strategic interventions in various areas of work. |
| 5 | Eunice Abuaku | +233 244053892 eabuaku@hotmail.com | Member | MSc Health Administration Experienced in the implementation of health interventions of the organization. |