



Social Welfare and Rehabilitation Organization (SWRO)

Governance Policy

January 2019



Approved by the Board of Directors

1.1 Governance

Social Welfare and Rehabilitation (SWRO) is governed by a Board of Directors (BD) comprises of the following members:

S N	Full Name	Role	Phone Number	Email
1	Dr. Tariq Suliman	Chairman	+93700261177	drtariqsuliman@yahoo.com
2	Dr.Ajmal Pardis	Member	+9378655518	74pardis@gmail.com
3	Ahmad Sear Suhail	Member	+93700157374	ccckabul@yahoo.com
4	Abdullah Shirzad	Non-vote member	+93786555521	Shirzad.abdullah44@gmail.com
5	Bahaudin Quranyar	Member	+93744486626	Bahaudin.quranyar@gmail.com
6	Najib Murshid	Member	+93700204474	najibmurshed@yahoo.com
7	Eng. Hafiz Dildar	Secretary	+93797091090	Eng.hafiz@yahoo.com
8	Bilal Ahmadzai	Member	+93-786000056	Bilalahmadzai207@gmail.com
9	Farhadullah	Non-vote member	+93766992400	farhad_amjad36@yahoo.com

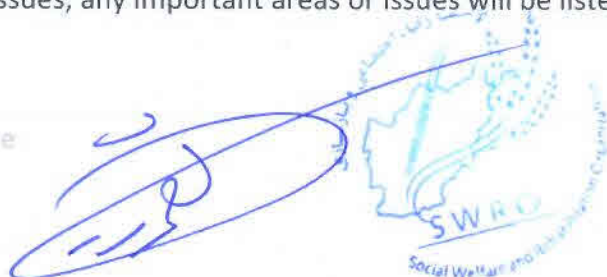
1.2 The role of the Board

The role of the Board falls into three areas:

- 1. Organizational management and governance:** The roles of the Board in governance and management are:
 - Approval of organisational policies whereas the **Senior Management Team (SMT)** is responsible for follow through and implementation); and
 - Monitoring compliance with organisational policies and reporting against agreed performance standards.

The **SMT** of SWRO has a role in compliance. To ensure Board responsibilities are met, it will:

- Oversight and monitor compliance with these policies and procedures, and with legal requirements, in a more detailed way than the Board is able to do (e.g. in relation to staffing issues and (organisation's role as an employer and in relation to financial responsibilities);
- Report to the Board on compliance issues. To guarantee that the Board picks up on issues, any important areas or issues will be listed separately on the agenda.



The Board recognises that the management of SWRO and implementation of organisational policies is the responsibility of the Senior Management Team (SMT)

2. Policy issues: The role of the Board and/or SMT in relation to policy issues comprises:

- Foreseeing and approving annual policy areas around implementation of the Strategic Plan.
- Deciding on SWRO's involvement in new or emerging issues and in issues raised from the sectors; and
- Making decisions where changes to the existing policy and procedures are proposed to be changed.

Policy issues that are brought to the Board or SMT may fall into one of the following categories:

- Matters for decision making by the Board - i.e. issues which are considered strategic, important, and serious or where the Board has identified the need for ongoing involvement;
- Issues for discussion are brought to the Board, in order to:
 - a) Canvass the issues;
 - b) Provide ideas for future policy work by staff;
 - c) Set the context of where we want to take an issue (for example, this could be in relation to emerging policy issues or issues with policy implications);
- Matters for information only – to inform the Board.

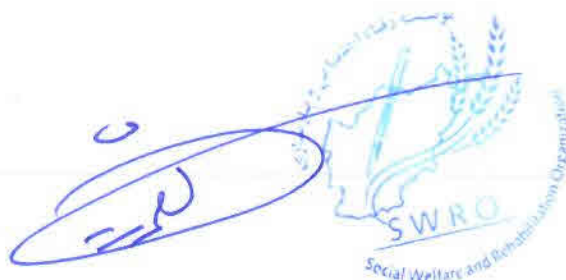
3. Outside Board meetings

Staff can tap into the expertise of the Board members outside Board meetings. However, when this happens, it needs to be clear that the Board member is speaking in his /her personal capacity and not with the authority of the Board unless this authority has been given to the Board member by the Board. Where there is disagreement or major issues for resolution, matters should be referred to the Senior Management Team and, if necessary, brought to the Board.

All other matters related to Board and its members are dealt with in detail in the SWRO by Laws (constitutions).

Identity of Senior Management Team-SMT:

1. Managing Director
2. Deputy Director
3. Director Operation
4. Director Program



Annex 1: Organization Organogram

Annex 1: SWRO Organogram

