

The Adventist Development and Relief Agency (ADRA) established in 1956 by the Seventh-day Adventist Church, is a faith-based international humanitarian and development organization. ADRA Madagascar was established in 1992 to provide development and relief assistance to people and places most in need. We support people in need through an integrated approach that empowers communities to achieve sustainable well-being, reflecting God's love in every action.

GOVERNANCE OF ADRA MADAGASCAR

EXCOM (Executive Committee)



BOARD (Board of Directors)



ADCOM (Administrative Committee)

(Figure 1: ADRA's Governance Structure)

1. Executive Committee

The Adventist Church Indian Ocean Union Conference (IOUC), through its Executive Committee, constitutes ADRA Madagascar's constituency. This constituency is composed of IOUC administrators, church department directors, and church conference presidents (ADRA Operating Policy, Ed. 2022–2023, C 05 10).

The constituency's responsibilities include appointing the board members, approving financial reports and the organization's strategic plan, and approving the nomination of the Country Director (C 05 15).

2. Board of Directors

ADRA Madagascar's Board of Directors is appointed by the constituency every five years. It is composed of the IOUC President, Executive Secretary, Treasurer, Youth Department Director, ADRA Country Director, church conference presidents, two lay members, and one rotating ADCOM member (C 05 20).

The Board of Directors:

- Appoints the Country Director
- Approves financial statements
- Guides the organization throughout the strategic planning process
- Ensures compliance with operative policies and the constitution
- Approves major operational policies and plans, including the annual operative budget for the country office
- Responds to all financial and audit reports of the country office
- Approves purchases above USD 100,000 for office or project use.

3. Administrative Committee (ADCOM)

ADCOM supports the Country Director in performing his duties. It is responsible for managerial functions and refers decisions requiring Board approval in the areas of human resources, finance, operations, programs, and administration. ADCOM is composed of the Country Director, Head of Programs, Head of Finance, and the Human Resources Director (C 05 30).



MANAGEMENT PROCESSES

ADRA Madagascar's management is carried out through various committees in compliance with established policies and procedures.

1. Management Committees

a. Finance Committee

The Finance Committee supports the Board's decisions regarding financial matters. It provides technical oversight, reviews monthly financial reports for donors, monitors administrative expenses against budget projections, reviews annual budget proposals for Board approval, analyzes quarterly budget shortfalls and recommends strategic solutions, and reviews audit reports (D 75).

b. Human Resources Committee

This committee oversees the management of human capital to ensure that ADRA Madagascar recruits and retains the talent needed to fulfill its mandate and achieve its objectives (E 95).

c. Programs Committee (PROCOM)

PROCOM assists ADCOM in managing, reviewing, overseeing, and monitoring all project implementation activities and reporting. Its responsibilities include:

- Monitoring project implementation progress
- Continuously reviewing the in-house procedural framework related to project implementation
- Making recommendations for adjustments to facilitate project execution
- Developing strategies to address delays in project activity implementation (F 15)

2. Policies

a. Procurement Policy

Regulates conflict of interest, quotes and bids, vendor selection, and procurement authorization levels.

b. Finance Policy

Covers cash handling, mobile money and bank account management, accounts receivable/payable, payroll, audits, investments, budgeting, and permanent file management.

c. Human Resources Policy

Addresses employee management, including recruitment and hiring, promotions and transfers, terminations, performance evaluations, disciplinary actions, healthcare, capacity building, training and development, code of ethics, sexual exploitation and abuse, and occupational health, safety, and security.

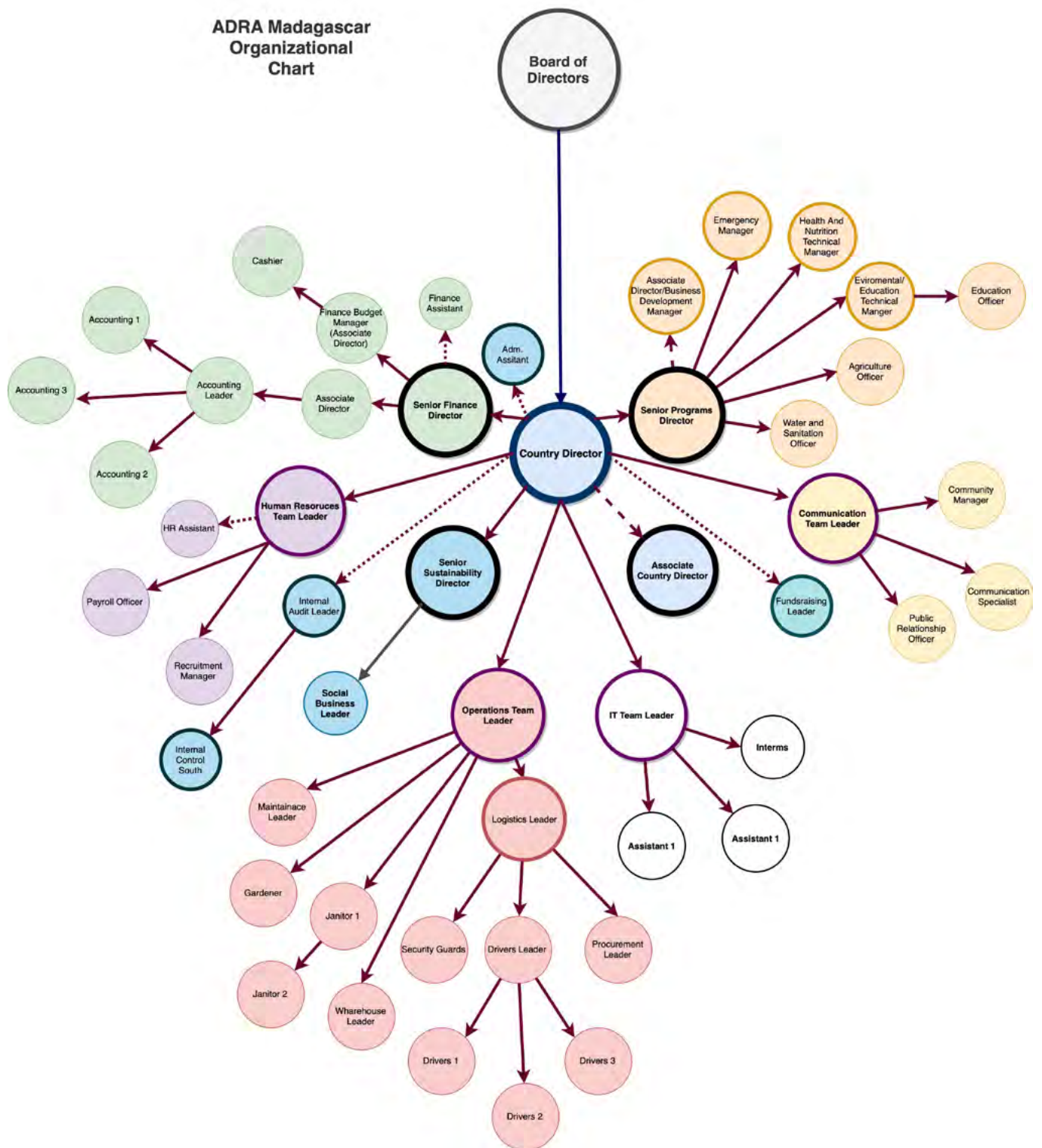
d. Remuneration Policy and Ethical Behavior

Outlines employee remuneration, compensation and benefits, salaries and allowances, conflict of interest, anti-corruption policies, and whistleblowing mechanisms.

e. Safeguarding (PSEA)

This policy reflects ADRA's commitment to safeguarding principles, addressing sexual harassment, exploitation, and abuse, child protection, and anti-trafficking.

ORGANIZATION CHART



(Figure 2: ADRA's organization chart)