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**SOHRA Policy & Procedure Manual**

**Revised 03/06/2015**

**Introduction**

Welcome to the SOHRA Policy and Procedure. This was developed to provide you with an information resource for common questions and concerns. If you have questions or concerns about the policies outlined here, you should contact your Program manager

The policies stated in this Manual are subject to change at any time at the sole discretion of the SOHRA Internal control system. From time to time, you may receive updated information regarding any changes in policy.

The contents of this Manual are not intended to create a contract or agreement between SOHRA and you. For those employees in a position covered by a collective agreement, you should refer to the agreement which governs your terms and conditions of employment.

There are specific procedures for many of the general policies stated in the SOHRA Manual. Please direct any questions to your manager, department head, or to Human Resources.

# SECTION ONE: Informational Organization for SOHRA

Somali Human Rights Association **(SOHRA)** Founded on 8 April 2002 Based in Mogadishu, Somalia**. SOHRA** is non-Profit, non-Government organization as well as independent human rights and humanitarian organization working for the rights of local community and their services without making distinction of any kind among peoples, such as race, sex, language, religion, political or other opinion, national or social origin, or any other reason.

**SOHRA**‘s membership Comprises 9 Gender based Governance in the Board of Directors (5 Female &4 Male) and also in the six Department of Management Comprising 14 individuals, 6

 of them are Volunteers.

Our membership based in Volunteers and anyone who is elected well for leadership can be chairperson regardless of Gender (Female & male)

**Our principles are good Governance, Accountability, and Transparency, Human Rights instruments, Support Peaceful and sustainable Developments, Gender Equity, Credibility, confidentiality, advocate for Voiceless group of Societies and protection of Marginalized group of Somalia**

**SOHRA** mission **:**To enhance peaceful coexistence of all PoC in South Central through emphasizingthe importance of Humanitarian responses, Monitoring & Reporting for Human Rights violations/Abuses and Environmental Protection advocacy along with Partnerships establishment of development actors at national and regional level through Advocacy campaigns for Inclusion of areas hosting persons of concern in national development policies

**SOHRA** vision is:Elimination of culture of impunity throughout Somalia and contribute to durablesolutions for the civilian population - assisting them in obtaining their basic needs.

**Board of Directors**

 Board of Directors comprising seven volunteers Only two members are paid due to the workload they do/ the total number of BOD are 9 members

In addition it is possible for the Board to co-opt additional members onto the Board.

All Board members including those co-opted have voting rights.

Voting is conducted every 5 years for election for Chairing of BOD

The chair person can be elected twice

Annual fee is required to pay being membership of BOD

**Role of Directors**

A Director’s primary role is to effectively translate the needs of financial members into a direction for the future

A Director is part of a team which the membership trusts to:

* make informed decisions
* provide strong representation
* provide sound governance
* demonstrate high standards of conduct as befitting the principles of Governing and staff management standards
* Selection and nomination of Management committee
* **SOHRA Structure**
* Chairlady
* Executive Detector
* Legal Advisor
* Admin and Management
* International Lopping and Fundraising
* Head of Environment and operations
* Finance officer
* Head of Advocacy and Mobilization
* Head of Programs