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**Society for Behavioural Therapy & Health (SBTH)**

 **Board Manual**

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**Bwari Area Council, Federal Capital Territory, Abuja, Nigeria.**

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**SECTION 1: OVERVIEW OF SOCIETY FOR BEHAVIOURAL THERAPY & HEALTH**

**1.1 INTRODUCTION**

Society for Behavioural therapy & Health is a Non-denominational Christian, Non-government, Non-Profit, Welfare Organization serving a wide variety of people groups including men, women, children, the elderly, sick, prisoners, school children, and mentally and physically disabled children, in Nigeria. SBTH plays an integral part in school life-skills programs, prisoner rehabilitation, occupational, physio and rehabilitative therapy for mentally and physically handicapped children; community outreach programs which encompass resource distribution, health counseling, rehabilitative support, distribution of food parcels to vulnerable families, nutritional & community healthcare and home based care.

SBTH was founded in April 2016 on the motivation of Jesus Christ example to cherish, preserve and uphold the sacredness and dignity of all human life, foster charity and justice through His teaching as we act to promote human development by responding to major emergencies, fighting disease and poverty, and nurturing peaceful and just societies. Although our mission is rooted in Christ example, but our operation will serve people based solely on need regardless of their race, religion or ethnicity.

SBTH is officially registered with Bwari Area Council, FCT, Abuja Nigeria in June 2016 with registration 00472 and Corporate Affairs Commission (CAC) in August 2016 with registration CAC/IT/NO 89634. Society for Behavioural Therapy & Health operationaland the registered office is located in Abuja, Nigeria with functional and experienced Board members, staff and volunteers.

**1.2 VISION**

Society for Behavioural Therapy & Healthenvisions stable communities that can develop effective institutions to provide for their people, enabling them to overcome hardship and live peaceful and fulfilling lives.

**1.3 MISSION**

Our mission is to assist and support impoverished and disadvantage people – children, youth, men, woman and elderly person in a holistic manner by ensuring the right of all people to development, security and enhanced quality life.

**1.4 MOTTO**

Touching the lives, Empowering the people.

**1.5 CORE VALUES**

We are one family that are committed to the pursuant of our vision and mission statement, while taking pride in our core value system. Society for Behavioural Therapy & Health’s core values are guiding principles and tenets that describe how the organisation strives to operate:

1. **Passion for God**

Our passion is to love the Lord God with all our heart, soul, and strength, striving to do His will and glorify Him by being His hands, feet, mouth and ears, as ambassadors of the living God. Our hallmark is to be unashamedly Christian and uncompromisingly Biblical (Deut 6:5).

1. **Faith**

We desire to not only know what God can do, but have the confident expectation of knowing what God will do (Heb 11:1)

1. **Love and solidarity**

We believe that we should clothe ourselves with compassion, kindness humility gentleness and patience (Col 3:12) Compassion is this: That we reach out in care and love to those who are harassed and helpless, stricken and rejected, the orphan’s and widows. We are called to love and care for one another in compassion and humility, as we stand alongside all those who struggle against poverty, powerlessness and injustice.

1. **Dignity and respect**

We are convinced that every human being has innate dignity. All people are of equal worth, which is why we place honesty and respect for others at the heart of what we do.

1. **Justice and equality**

We understand that where people lack power, poverty prevails, so we support work that empowers individuals and communities. We fight injustice and inequality with courage, hope and determination, challenging the structures and systems that prevent people from rising out of poverty.

1. **Cooperation and partnership**

Our work is rooted in a spirit of cooperation and we affirm the value of acting in partnership with others. We work with and for the churches, as well as with other faith and secular groups. We also engage with other key actors, including donors, civil society, government and the private sector, in various ways and on various levels.

1. **Accountability and stewardship**

We are accountable for how we use the resources entrusted to us, ensuring that our decision-making is open and transparent. We measure our impact and are always striving to improve our performance. We are committed to being effective stewards of the planet's scarce resources and caring for the earth for the sake of future generations.

**1.6 PROGRAMME AREAS**

We reach out in care and love to those who are poor and disadvantage, children, youth, men, woman, families and elderly person the in various aspects of:

1. **Emergency Response and Recovery**

Emergencies can cause extreme hardship. There is often destruction of homes and infrastructure, like roads and bridges, plus a breakdown in normal economic processes. As a result, people in disaster-stricken areas often lack access to food or are unable to earn money to buy food. Our vision is to promote social justice, solidarity and compassion through timely emergency and recovery actions that address the needs of the most vulnerable. We take a comprehensive approach to emergency response and recovery by providing lifesaving help to get survivors back on their feet.

1. **Education**

Society for Behavioural Therapy & Health promotes access to high quality education for the children of school age particularly the orphan and marginalizes children. SBTH also work side by side with ministries, communities, schools, teachers and families to create education systems that respond to the complex, dynamic and diverse needs of the people they serve.

1. **Health**

Improving the health of women, men, youth and children is core to our mission. Good health provides the foundation for community and economic development. Health is complex and multidimensional. We seek to understand what people need to be healthy and to generate the evidence needed to address their health challenge. Our focus is to reduce child mortality, improve maternal health and eradicate endemic disease like HIV/AIDS, tuberculosis, malaria and prevention and control of chronic non-communicable diseases.

1. **Nutrition & Agriculture**

Good nutrition is a cornerstone of well-being, particularly in the first 24 months of life. It provides a key foundation for maximizing human potential and national development. SBTH partner with international organizations, civil societies, Government Institutions and funders to design and implement strategies, policies, programs and systems that address nutrition emergencies and create sustainable change. SBTH also help the communities and famers to organize into group and build a sustainable agro business.

1. **Water and Sanitation**

The lack of safe water remains a problem for more than one billion people year; approximately 3 million children under five years old die from diarrheal illnesses, mostly acquired from contaminated water. As a response to need of the affected communities to have increase access safe water, SBTH mobilize resource from international organizations, civil societies, government institutions and funder for safe water with the aim of reducing childhood morbidity and mortality, while minimizing diarrheal disease among the general population as a whole.

1. **Poverty Alleviation & Microfinance**

Economic development programs help women and men create a sound economic future for themselves and their families. Our work is focus on increasing productivity, household food security, employment household incomes.

1. **Drug Prevention &Treatment**

SBTH identifies and promote effective new strategies to reduce the demand for illegal drugs. As non-partisan and non-political, SBTH serves as a catalyst for change by encouraging action by government agencies, non-profits, research institutions and grassroots community groups that works to reduce illegal drug use with the power of good ideas supported by effective policies and programs.

1. **Social and Behavior Change Communication**

Our experts use innovative communication and social marketing to promote positive social and behavior change among individuals, systems and communities. We develop strategies that address the interests of the people we are trying to reach, the obstacles to taking action and the many forces that influence behavior and choice.

1. **Capacity Developments**

We are committed to building an enduring capacity through collaborative effort with national and local governments, community and faith-based organizations, and private-sector entities to meet challenges, solve problems and improve lives in lasting ways. We build capacity into all aspects of programming, including strategic planning, needs assessment, program design and development, work planning, budgeting, implementation, and ongoing monitoring and evaluation.

1. **Research**

There is an art to improving lives. And it’s in our science. We will use research to respond to a wide variety of human development issues, including health, education, economic development and gender equality.

**1.7 AIM AND OBJECTS**

The organization is a non- denominational Christian Non-Government organization with the following aims and objectives: To facilitates the development of human capital and self-reliance within a caring and enabling socio-economic environment. This will be done by rendering service, to children, youth, men, woman, families and elderly person in an holistic manner ensuring the right of all to development, security and enhancement of quality of life. This we shall endeavor to achieve by:

1. Promoting social justice, solidarity and compassion through timely emergency and recovery actions that address the needs of the most vulnerable.
2. Supporting communities, local partners and governments in their efforts to ensure that all children including the most vulnerable and marginalized have the right to a quality education.
3. Mobilizing resources to ensure that the poorest and most remote communities have access to safer water, sanitation and hygiene services.
4. Running and working with organization groups in which young people will be encouraged to develop self-reliance by being provided with opportunity to build their own capacity and support network to act on their own choices and sense of responsibility. These groups shall be instructed in scriptural principle, health, nutrition, sexual education
5. Running and working with organization in the outlying areas to empower woman to enhance their quality of life by enabling them through lesson in the scriptural principle, health nutrition, preventive medicine and general education for life therapy promoting and protecting the stability of marriage and family life
6. Providing for the spiritual and material needs of the elderly and infirm.
7. Demonstrating Christian love and values through evangelism, outreaches and Christian activities.
8. Engaging civil society organization and the public and private sectors to foster inclusion, equity and accountability. Our programs will be conflict sensitive, aimed at minimizing potential harm and maximizing social benefits for all. They will be also gender sensitive, helping to reduce inequalities between women, boys and girls at the individual, household, community, national and international levels.
9. Strengthen local organizations, support grassroots advocacy, and provide strategic guidance that leads to sustainable change.
10. Partnering with international organizations, civil societies, Government Institutions and funders to design and implement strategies, policies, programs and systems that address nutrition emergencies and create sustainable change.
11. Actively assisting poverty relief in the community by creating sustainable employment and encouraging self-employment through developing entrepreneurial skills.
12. Raise the social consciousness and awareness of the general public through effective dissemination of information on civic, social, religious, political and economic rights.
13. Ensuring maximum efficiency with respect to the accountability and administration of funds.
14. Undertake other activities that may be necessary to attain the objectives of the organization.

**1.8 ORGANISATIONAL CHART**

**GENERAL ASSEMBLY**

**BOARD OF TRUSTEE**

**ADMINISTRATIVE ASSISTANT**

**FINANCE & ADMINISTRATIVE OFFICER**

**MONITORING &EVALUATION OFFICERS**

**PROGRAM OFFICER(S)**

**HUMAN RESOURCE OFFICER**

**DRIVER, CLEANER &SECURITY**

**FINANCE & ADMIN MANAGER**

**PROGRAM MANAGER**

**GOVERNING COUNCIL**

**EXECUTIVE DIRECTOR**

**MONITORING & EVALUATION MANAGER**

**SECTION 2: BOARD OF TRUSTEES**

 The Trustee of **SOCIETY FOR BEHAVIOURAL THERAPY & HEALTH** for the purpose of the Companies and Allied Matters Act NO. 1 of 1990 shall be elected at a General Meeting with responsibility of selecting the trustee with two-third (2/3) majority votes of member’s present.

1. Such Trustees (hereinafter referred to as, “The Trustees”) shall not be less than two (2) and not more than ten (10)
2. The appointment of additional Trustees shall, in all cases, be made at the Annual General Meeting of SBTH, **PROVIDED** that such a requirement shall not be applicable in the appointment of the Trustees in the first instance.
3. Subject to (ii) above the Initiators shall be a Trustee for life.
4. The Board of Trustees shall have the following officers:
5. Chairperson
6. Vice Chairperson
7. Secretary
8. The secretary of the board shall be the Executive Director
9. Convene meetings at least once every a year to review progress achieved;
10. Have power to fill vacancies in the Board subject to ratification of the Annual General Meeting;
11. Have power to fill vacancies in the body of Patrons;
12. The Board of Trustee may from time to time recommend such person(s)for appointment as Honorary member(s);
13. Generally ensure effective planning, running and sustenance of the organization.
14. Further to the above, the Board of Trustees shall also have power to hold in trust, acquire, transfer, assign, or otherwise dispose of any property or interest both movable and immovable therein belonging to SBTH.
15. A Trustee shall cease to hold office if he/she
16. Resigns his /her appointment
17. Cease to be a member of SBTH.
18. Becomes insane.
19. Is officially declared bankrupt
20. Is convicted of a criminal offence involving dishonesty or fraud by a Court of law having competent jurisdiction.
21. Is recommended for removal from office by a two third (2/3) majority vote of members present at any General Meeting
22. In the event of a vacancy occurring in the number of Trustees such vacancy shall be filled by the appointment of a new Trustee by the Board of Trustees as provided.
23. Members of the BOT shall not receive any salary or remuneration but may be reimbursed for any expenses incurred when carrying out assigned task as Trustees.

**SECTION 3: GOVERNING COUNCIL**

1. The Governing Council shall consist of at least seven (7) and at most nine (9) persons including the Chair, Vice Chair and the Executive Director.
2. The Governing Council is vested with the responsibility for the governance of the organisation and shall exercise the powers and functions assigned to it by this Constitution, by the Regulations made under this Constitution, or by resolution of the Assembly.
3. Without prejudice to the generality of the foregoing, the Governing Council shall exercise the following powers and functions:
4. Oversight of compliance with and progress against the organization’s strategies, policies and standards.
5. Execution of strategies, policies and standards within the strategic framework approved by the Assembly.
6. Execution of plans and budgets within the resource allocation framework and long term financial plan approved by the Assembly.
7. Supervision of preparation of the organization’s reports which will include audit reports.
8. Recommendation of the strategy to the Assembly for approval.
9. Appointment, performance review and termination of appointment of the Executive Director.
10. Approval of the Governing Council Committees’ terms of reference and the appointment, renewal and dismissal of their members
11. Presentation of annual report to the Assembly for approval.
12. Oversight of the Organization’s risk assessment and management.
13. Management of grievances and complaints against the Executive Director and members.
14. Monitoring and management of Members’ compliance with the Constitution and other Regulations.