

D4V
WOMEN EMPOWERMENT TEAM

-Let the SHE in every SHE be Revoked!



Contents

Vision	3
Purpose	3
Roles & Responsibilities	3
General Lead Responsibilities	3
Online Coordinating Lead	3
Field Coordinators Lead	3
Report & Documentation	3
Volunteer Engagement	4
Current Roles	4
Core Body Leads	4
Report and Documentation	4
Field Coordinator	4
Adding of Women Empowerment Volunteer	4
Removal of Women Empowerment Volunteer	4
Asset management	5
Future plan	5
Finance Support	5
Contact	5

D4V WOMEN EMPOWERMENT TEAM

Vision

D4V Women Empowerment aims to empower & educate each woman in the society.

Purpose

To address the hurdles faced by women in day-to-day life. [Can be modified so as to include broader needs of the women in the society]

Roles & Responsibilities

Sustainability depends on team building. The team is carefully structured as below for the effective and efficient functioning of the portfolio

General Lead Responsibilities

- The core body leads are responsible for the smooth functioning of the TEAM, Delegate tasks with team members, preparation of SOP, maintenance of team and head the portfolio's financial discussions.
- The lead is also responsible to create future leads thus ensuring the long run of the portfolio.
- Portfolio functions under the full guidance these leads.
- These Leads are responsible for requests handling, coordination with requesters sponsors (requests/events), clarifying team's queries on the portfolio and provide status/reports on portfolio as and when the organization requests for.

Online Coordinating Lead

Online coordinators are those who are interested and coordinate online activities of the portfolio in D4V inclusive of online verification, making calls, online coordination of events/requests and making reports/documentation of all activities.

Field Coordinators Lead

Field coordinators are those who are interested and coordinate online activities of the Women Empowerment team inclusive of field verification, coordinating field activities of the portfolio such as events, campaigns, request verification, volunteer gathering/delegation. The entire team works and execute action plan under the guidance of Field Coordinators Lead

Report & Documentation

The team will continuously documents all the happenings of the D4V Women Empowerment team, creates reports for every month. The members will delegate a person(s) to provide daily / monthly updates.

Volunteer Engagement

The individual/team will work for the in collection of feedback from volunteers on the portfolio events/campaigns/activities, Suggestions to improve the same and gather new interested members who express willingness to join the portfolio.

Current Roles

Core Body Leads

- Geethanjali
- Giridharan
- MuthuRema
- Aishwarya
- Bharathi

Report and Documentation

- Geethanjali
- Giridharan
- MuthuRema
- Aishwarya
- Bharathi

Field Coordinator

- Geethanjali
- Giridharan
- MuthuRema
- Aishwarya
- Bharathi

Please add responsibility holders of each role at the end as an appendix. Also suggest to add more volunteers for these tasks

Adding of Women Empowerment Volunteer

Any Interested Volunteers can be added in D4V Women Empowerment group by submitting id proof number to verification team. Women Empowerment leads can add verified members directly

Removal of Women Empowerment Volunteer

- If violating any of D4V Bylaws or rules and regulations, first warning shall be given in group.
- If again same mistake is done, second warning shall be given by any of the leads in personal chat.

- If the same mistake is repeated for the third time, the person shall be removed from the group with a Disclaimer in the group saying that the person was removed for committing such mistake.

Asset management

All Assets will be stocked in D4V Learning Centre.

Future plan

- Gather data about various NGOs working on Women Empowerment.
- Attend various events conducted by various other NGOs on Women Empowerment.
- Identify a problem that was never addressed or addressed very minimal in the past.
- Gather more information about the problem and discuss about solutions.
- Conduct various events based on the found solution.

Plans are focused on current purpose. Broader plans would bring more benefits and greater number of people with enjoy the fruits of this portfolio service.

Example:

1. Women empowerment classes
2. Self Defence
- ◆ 3. Celebrations/Events

Finance Support - Need clarification, Please contact Isai/Krishna

This cannot be added unless a mail approval from Executive committee is received in blood support ID..."

- Women Empowerment team shall maintain an amount of Rs.1000/- always as an emergency amount for any expenditure of D4V Women Empowerment. If spent, the same shall be reimbursed by D4V finance after receiving the bills. The finance team shall reimburse the amount spent within two weeks of receiving of bills.
- The team will send a budget request to finance team along with quotation in advance (min 5 days) for expenses more than Rs. 1000/-
- If the amount is less than 1000, team leads shall pay from the team amount and reimbursement with proper bill.
- Finance team can reimburse the amount in maximum of two weeks if it exceeds, Women Empowerment team will not initiate any finance-related event /activities until bill is cleared

Request to include contents for the following in SOP

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Eligibility criteria - For requests (rehabilitation/finance support), Events (self & other organisations)

Volunteer Gathering for events

Dos/Don'ts in groups

Meetings