**Community Learning Center Support Committee (CLCSC)**

**These are the ToRs specifically designed to ensure that each of the CLSC has their clear roles and responsibilities within their existing structure.**

**1 Chief**

**The CLCSC representative within the CLCMC is responsible for the following duties, but not limited to since the chief of the CLCSC may assign the tasks to each of the members as per the type of assignment and availability of each member.**

* Act as a representative of CLCSC, all its activities, duties and tasks (assign the vice chief or other members for substitution in case of absence)
* Work closely with other CLCSC members to assist the CLCMC’s Permanent Secretary to purchase materials and enroll students in CLC activities
* Work closely with other CLCSC members to assist the CLCMC’s Permanent Secretary to carry out maintenance of all materials in the CLC
* Work closely with other CLCSC members to monitor and evaluate the activities taken by CLC including the quality of all teaching and teachers’ performance as directed by MoEYS guidelines on M&E as well as requested by DEVELOPMENT PARTNER or IMPLEMENTING PARTNER and submit report to the CLCMC Secretary
* Act as focal point for students in CLC activity; engage with teachers in order to raise and manage issues
* Assist the CLCMC’s Permanent Secretary to recruit students and ensure security within the CLC in adherence with the internal regulations, codes of conduct in coordination with other CLCSC members
* Be a representative of the CLCSC in the CLCMC meeting and other CLC activities to raise issues of CLCSC with CLCMC (assign the vice chief or other members for substitution in case of absence)
* Attend and participate in GOCA training as led by DEVELOPMENT PARTNER staff
* Attend training on Social Enterprise and disseminate learning to CLCSC through support materials provided in training
* Engage in social enterprise activities as required by CLCMC
* Support child protection code of conduct and inclusive education policy, leading by good example
* Work closely with other CLCSC members to mobilize resources from relevant stakeholders, development partners to strengthen CLC through partnerships with local business for internships, training and recruitment of highly skilled local tradesmen and women for consideration as teaching staff
* Extensively disseminate information on CLC and promote a community feeling of ownership by showing that everyone has a part in setting up the CLC and can use the many services it provides
* Other tasks needed by the CLCSC members
* Any other tasks as reasonably requested by the CLCMC, IMPLEMENTING PARTNER or DEVELOPMENT PARTNER as they develop the ToR within the best-practice and evolving guidelines of CLC management and implementation from MoEYS satisfactorily perform his/her duties as mentioned above.
* Should he/she does not perform to the expectation of the other CLCSC members, he/she may be voted out of the position by a 3/5 majority of other members and replaced by majority vote among the CLCSC.

**1 Vice-Chief**

**All member roles are under the supervision and/or direction of the CLCSC Chief, Vice Chief and their respective superiors within the CLCMC.**

- Assist to enroll students in CLC activities

- Carry out maintenance of all materials in the CLC

- Assist to monitor the activities taken by CLC as directed by MoEYS guidelines on M&E as well as requested by DEVELOPMENT PARTNER or IMPLEMENTING PARTNER

- Assist to recruit students and ensure security within the CLC in adherence with the internal regulations and codes of conduct.

- Engage in social enterprise activities as required by CLCMC

- Support child protection code of conduct and inclusive education policy, leading by good example

- Work closely with other CLCSC members to mobilize resources from relevant stakeholders, development partners to strengthen CLC through partnerships with local business for internships, training and recruitment of highly skilled local tradesmen and women for consideration as teaching staff

- Extensively disseminate information on CLC and promote a community feeling of ownership by showing that everyone has a part in setting up the CLC and can use the many services it provides

- Other tasks needed by the CLCSC members

- Any other tasks as reasonably requested by CLCSC Chief, Vice Chief, CLCMC, IMPLEMENTING PARTNER or DEVELOPMENT PARTNER as they develop the ToR within the best-practice and evolving guidelines of CLC management and implementation from MoEYS satisfactorily perform his/her duties as mentioned above.

**CLCSC Members**

- Support child protection code of conduct and inclusive education policy, leading by good example

- Consult, advise and work closely with other CLCMC and CLCSC members to mobilize resources from relevant stakeholders, development partners to strengthen CLC

- Extensively disseminate information on CLC and promote a community feeling of ownership

by showing that everyone has a part in setting up the CLC and can use the many services it

provides.

- Support child protection code of conduct and inclusive education policy leading by good examples

- Other tasks as reasonably requested by the CLCMC and CLCSC members

**Structure of the Community Learning Center Management and Support Committees**

**Director (Commune Chief)**

**Planning and Management Unit**

**Vice-Director (School Principal)**

**Education and Finance Unit**

**Committee for Women and Children (CCWC)**

**Permanent Secretary (School Vice-Principal)**

**Administration Unit**

**CLCSC Representative in CLCMC**

**Chief of CLCSC**

**1 Vice-Chief of CLCSC**

**Members of CLCSC**