**Community Learning Center Management Committee (CLCMC)**

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

**1 Director (Commune Chief)**

**Planning and Management Unit**

**The Planning and Management Unit is responsible for all Planning and Management Activities in the CLC which include the followings:**

* Consult with other CLCMC members to develop and finalize monthly, quarterly, semi-annual and annual budget and activities planning for the CLC and submit to DoE
* Consult with other CLCMC members to organize different program activities as per the action plan and budget forecast
* Coordinate with other CLCMC members to ensure CLC activities are based on the actual needs and situations of the community as reflected in the CLCSC community needs survey
* Engage the commune investment plan (CIP) budget and allocate a reasonable percentage of the CIP budget into the CLC operation
* Report on CLC activity as required by DoE and PoE within CLCL Guidelines
* Work closely with the treasurer to prepare CLC financial reports and required by CLC Guidelines for submission to DOE, POE and IMPLEMENTING PARTNER
* Check and approve every CLC expense
* Attend and participate in GOCA training as led by DEVELOPMENT PARTNER staff
* Consult with other CLCMC members to prepare CLC internal regulation for material utilization, student recruitment procedure, and teacher and student code of conduct
* Support child protection code of conduct and inclusive education policy, leading by good examples
* Lead and conduct regular monthly meeting with CLCMC and CLCSC to follow-up, and update activity progresses and results at least once a month and whenever appropriate
* Represent the CLCMC in other community meetings or, national or development partner workshops, lobbying support and cooperation with different agencies including; private firms, NGOs (both local and regional) for resource mobilization, internship and employment opportunities for the CLC graduates/learners
* Extensively disseminate information on CLC and promote a community feeling of ownership by showing that everyone has apart in setting up the CLC and can use the many services it provides
* Other tasks needed by the CLCMC members
* Any other tasks as reasonably requested by IMPLEMENTING PARTNER or DEVELOPMENT PARTNER as they develop the ToR within the best-practice and​ evolving guidelines of CLC management and implementation from MoEYS
* The CLC Director has to satisfactorily perform his/her duties as mentioned above. Should he/she not perform to the expectation of the other CLCMC members, he/she may be voted out by a 3/5 majority of other CLC members.

**1 Vice-Director (School Principal)**

**Education and Finance Unit:**

**The Education Unit is responsible for all Educational and Financial Work in the CLC which include the followings:**

* Manage all data relating to CLC programs, finances, student committees, activities and planning
* Consult with other CLCMC members, prepare budget activity planning for annual CLC activities
* Manage access and record keeping of both the CLC safe and bank account as the member responsible for financial resources and record keeping.
* Work in consultation with the Director to chart budget flows and manage bookkeeping
* Be a focal point for the CLC’s Social Enterprise operations; responsible for finance, record keeping and annual activity planning in consultation with CLCSC, Community Members and CLCMC
* Manage teacher training and refresher schedule
* Deal with all conflicts within the CLC including conflicts between CLCMC members and/or students and/or teachers; reporting immediately to the Director
* Receive and review M&E report of the CLC activities from the Administration Unit ensuring compliance with CLC management Guidelines of MoEYS and IMPLEMENTING PARTNER/DEVELOPMENT PARTNER M&E reporting requirements
* Work closely with the Administration Unit to purchase materials as required for both educational programs as well as vocational and skills training programs, including materials for social enterprise (post-IMPLEMENTING PARTNER handover as this is IMPLEMENTING PARTNER responsibility until such time)
* 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
* Attend and participate in GOCA training as led by DEVELOPMENT PARTNER
* Interview, hire and terminate teaching staff; including the salary payment to NFE contracted teachers
* Prepare financial reports as required and submit to the Director
* Respond to all auditors’ inquiries regarding all transaction within the CLC
* Support child protection code of conduct and inclusive education policy, leading by good examples
* Other tasks needed by the CLCMC members
* Any other tasks as reasonably requested by IMPLEMENTING PARTNER or DEVELOPMENT PARTNER as they develop the ToR within the best-practice and evolving guidelines of CLC management and implementation from MoEYS
* The CLC Vice-Director has to satisfactorily perform his/her duties as mentioned above. Should he/she not perform to the expectation of the other CLCMC members, he/she may be voted out by a 3/5 majority of other CLC members.

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

**Within the CLCMC, the CCWC has the following duties:**

* Be a focal point to identify students/people with special needs: deaf and/or blind, etc. Act as referral pathway to appropriate institutions
* Be a focal point to contact and follow-up with students’ parents or guardians of students with long-term absence or irregular class attendance
* Attend and participate in GOCA training as led by DEVELOPMENT PARTNER staff
* Work closely with the CLC Director, Vice-Director and other members to organize and review different program activities reflective of the real identified needs of the community
* 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
* Represent the CLCMC in other community meetings or, national or development partner workshops, lobbying support and cooperation with different agencies including; private firms, NGOs (both local and regional) for resource mobilization, internship and employment opportunities for the CLC graduates/learners
* Support child protection code of conduct and inclusive education policy leading by good example
* Other tasks needed by the CLCMC members
* Any other tasks as reasonably requested by IMPLEMENTING PARTNER or DEVELOPMENT PARTNER as they develop the ToR within the best-practice and evolving guidelines of CLC management and implementation from MoEYS
* The CWCC, as a member of CLC, has to satisfactorily perform his/her duties as mentioned above. Should he/she not perform to the expectation of the other CLCMC members, he/she may be voted out by a 3/5 majority of other CLC members.

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

**Administration Unit**

**The Administration Unit has the following duties:**

* Open and close facilities daily, ensuring safety and security of equipment and grounds
* Manage daily activities in the CLC including student attendance and security in the CLC
* Manage enrollment of students in the CLC, working in coordination with CLCSC to conduct enrollment activities
* Work closely with the CCWC to follow-up with students’ parents or guardians of students with long-term absence or irregular class attendance
* Maintain all related documents including student attendance records, meeting and/or workshop reports
* Be a focal point to communicate with the CLCSC
* Supervise the CLCSC to monitor and evaluate the quality of all teaching and teachers’ performance in the CLC
* Receive and check M&E report from the CLCSC and submit them hierarchically
* Carry out purchasing and maintenance of all materials as required for both educational programs as well as vocational and skills training programs, including materials for social enterprise in the CLC with the CLCSC under the approval from the Vice-Director
* Attend and participate in GOCA training as lead by DEVELOPMENT PARTNER
* Extensively disseminate information on CLC and promote a community feeling of ownership by showing that everyone has apart in setting up the CLC and can use the many services it provides
* Other tasks needed by the CLCMC members
* Any other tasks as reasonably requested by IMPLEMENTING PARTNER or DEVELOPMENT PARTNER as they develop the ToR within the best-practice and evolving guidelines of CLC management and implementation from MoEYS
* Support child protection code of conduct and inclusive education policy leading by good examples
* The CLC Permanent Secretary has to satisfactorily perform his/her duties as mentioned above. Should he/she not perform to the expectation of the other CLCMC members, he/she may be voted out by a 3/5 majority of other members.

**1 Representative of CLCSC**

**Member**

**The CLCSC representative is responsible for the following duties:**

* Act as a representative of CLCSC, all its activities, duties and tasks
* Assist the Permanent Secretary to purchase materials and enroll students in CLC activities
* Assist the Permanent Secretary to carry out maintenance of all materials in the CLC
* Monitor and evaluate the quality of all teaching and teachers’ performance in the CLC in coordination with other CLCSC members and submit report to the Secretary
* Act as focal point for students in CLC activity; engage with teachers in order to raise and manage issues
* Assist the 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
* Attend and participate in GOCA training as led by DEVELOPMENT PARTNER staff
* Support child protection code of conduct and inclusive education policy, leading by good examples
* 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 CLCMC members
* Any other tasks as reasonably requested by 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 not perform to the expectation of the other CLCMC members, he/she may be voted out by a 3/5 majority of other members.

**Structure of the Community Learning Center Management Committee (CLCMC)**

**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**

**CLC Support Committee**

**CLCSC Representative**