

AEC-FOYER LATASTE/ADTJK ORGANIZATION CHART

AEC-FOYER LATASTE BOARD OF DIRECTORS IN FRANCE THE FRENCH ASSOCIATION : ADTJK MAIN DONOR AND PARTNER

Mrs. LABOURIER Patricia President	Mr. LABOURIER Georges Treasurer	Mr. CHAY Lo Secretary	Mr. HENRY Jean-Claude Fundraising	Mrs. DE BOYER Sylvie Health Counsel	Mr. BOUTTIER Denis Honorary member
<ul style="list-style-type: none"> Final decision making Fundraising in France Events organization in France Communication with AEC-FL sponsors (godparents and donors) 					

ADTJK BOARD OF DIRECTORS IN CAMBODIA

Mr. CHAY Lo President	Mr. ROEUN Rotha Treasurer	Mr. TIT Wanna Secretary	Ms. LABOURIER Patricia Administator	Ms. GALLO-BRAGATTO Anais Administrator
<ul style="list-style-type: none"> Oversight if the governance responsibilities of ADTJK staff Performance monitoring of ADTJK Directors and Officers Proposal of policies and practices 				



COORDINATION AND COMMUNICATION

<p>Liaison between headquarters and the field</p> <ul style="list-style-type: none"> HR and programs follow-up Recruitment Training Coaching <p>Communication</p> <p>Fundraising</p> <p>Events in France</p>		<p>Communication:</p> <ul style="list-style-type: none"> External: newsletter, website, reporting, promotional products, event organization in Cambodia Internal: reporting, khmer team follow-up Liaison between Cambodia and France <p>Finance:</p> <ul style="list-style-type: none"> Project coordination and fundraising Funds management in Cambodia and budgetary control <p>Support to ADTJK:</p> <ul style="list-style-type: none"> Program management and monitoring Program evaluation and strategic development 		<p>ADTJK management:</p> <ul style="list-style-type: none"> Human Resources Activities monitoring <p>Public Relations:</p> <ul style="list-style-type: none"> ADTJK local and national representative Responsibilities established by the AEC Board of Directors in France <p>Strategy planning</p> <p>Short- and long-term</p>	
		<p>SHORT AND LONG TIME VOLUNTEERS</p> <p>Communication & événementiel</p> <p>+ Art class instructor</p> <p>+ Other punctual staff and volunteers in charge of children activities</p>			

EDUCATION

CHILD PROTECTION

MAINTENANCE

ADMINISTRATION & FINANCES

CSS AND SK PROGRAMS

- CSS:
 - Human Ressources
 - Administrative work
 - Pedagogical follow-up
- Somras Komar primary school partnership: Supervision of teaching staff
- Schooling and orientation follow-up with the program officers

Mr. KIN Soeurn
CSS, orientation and SK partnership officer

+ 17 teachers at the CSS and 16 professors at Somras Komar

FA PROGRAM

- Close follow-up :
 - Activities
 - Health and hygiene
 - Education
 - Social work and administrative documents
 - Meals organisation
 - Center activities organisation

Mr. RATH Sinara
FA program officer

Mrs. LOEUNG Botrei
Cook

Mrs. LONG Chanserei
Cook

Food supply, daily cooking for the children in boarding school (FA), kitchen hygiene, children supervision

FP AND STUDENTS PROGRAMS

- Students program: studies and financial follow-up
- Vocational training program: recruitment, training and financial follow-up
- Orientation follow-up and database updates for both programs

Mr. Loeung Chymann
FP and Students program officer

M. CHHOUEN Sitha
FP and Students program assistant

MF & FI PROGRAMS

- Recruitment
- Children follow-up
- Guidance and counselling to the families
- Financial follow-up
- Presentations and workshops organisation

Ms. ANG Sophea
MF and FI program officer

Mrs. SEN Keo
Foster mother

Mrs. THOU Koulab
Foster mother

Mrs. SEN Navy
Foster mother

Caretakers of the children in the Family Houses.
In charge of the well-being, education, hygiene and health of the children.

Mr. BENG Sithou
Children activities officer

Weekends and work-free days staff:

- Children activities
- Children care
- Homework assistance

Center overall maintenance:

- Electricity
- Water
- Machinery
- Gardening
- Ricefield work

Mr. CHUON Taingho
Technician

CLEANER

- Cleaning
- Maintenance of the CSS premises
- Housework tasks: sewing, laundering and maintenance of guest houses

NIGHT GUARD

- Security officer
- In charge of the CSS and main gates

Mrs. CHOV Elen
Secretary-accountant

- NGO secretary
- Bookkeeping
- Reporting to Social Affairs authorities
- Stock management
- Administrative work

Mr. ROEURN Syronn
Administrative coordinator and interpreter

- Administrative work
- Management assistant
- Coordinator advisor
- Interpreter : Children and godparents training
- Documents
- Meetings

