

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. OLIVEIRA Dominique Fundraising	Mme. CHRISTINE Pouget Fundraising

• Final decision making
 • Fundraising in France
 • Events organization in France
 • Communication with AEC-FL sponsors (godparents and donors)

ADTJK BOARD OF DIRECTORS IN CAMBODIA

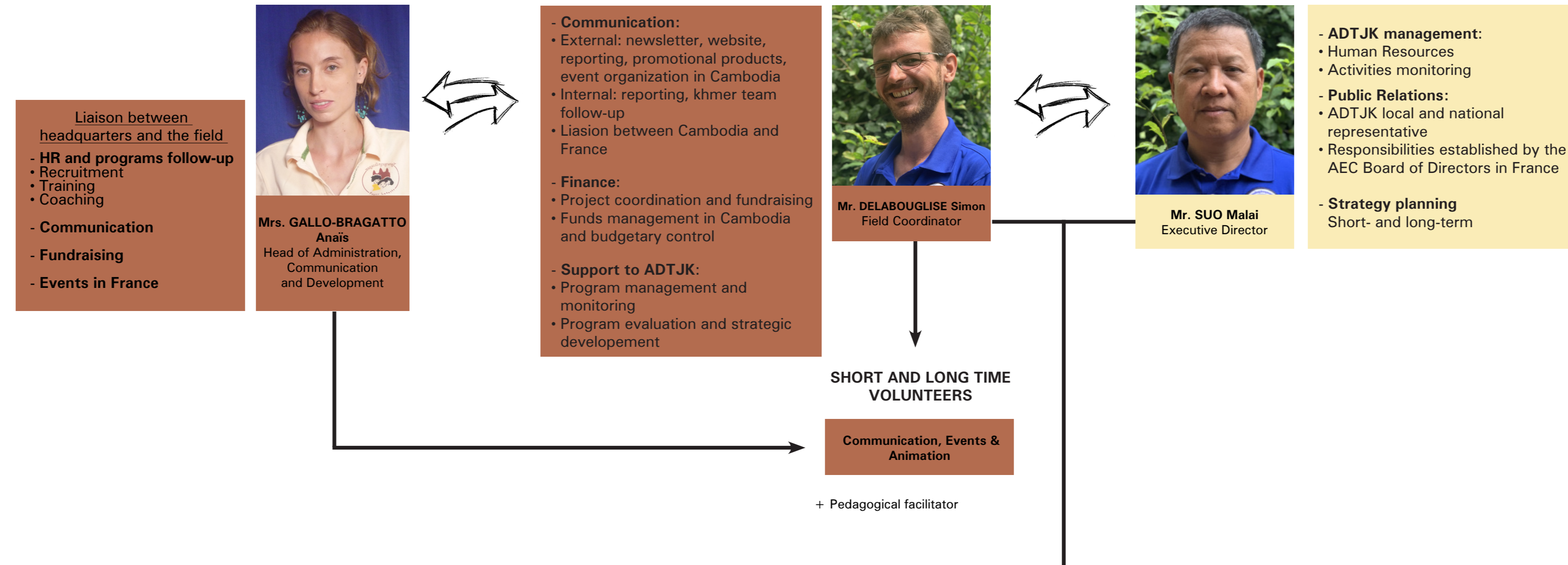


Mr. CHAY Lo President	Mr. ROEUN Rotha Treasurer	Mr. TIT Wanna Secretary	Ms. LABOURIER Patricia Administator	Ms. GALLO-BRAGATTO Anaïs Administrator

• Oversight if the governance responsibilities of ADTJK staff
 • Performance monitoring of ADTJK Directors and Officers
 • Proposal of policies and practices



COORDINATION AND COMMUNICATION



Liaison between headquarters and the field
 - HR and programs follow-up
 • Recruitment
 • Training
 • Coaching
 - Communication
 - Fundraising
 - Events in France

Mrs. GALLO-BRAGATTO Anaïs
 Head of Administration, Communication and Development

Communication:
 • External: newsletter, website, reporting, promotional products, event organization in Cambodia
 • Internal: reporting, khmer team follow-up
 • Liaison between Cambodia and France
Finance:
 • Project coordination and fundraising
 • Funds management in Cambodia and budgetary control
Support to ADTJK:
 • Program management and monitoring
 • Program evaluation and strategic development

Mr. DELABOULISE Simon
 Field Coordinator

Mr. SUO Malai
 Executive Director

ADTJK management:
 • Human Resources
 • Activities monitoring
Public Relations:
 • ADTJK local and national representative
 • Responsibilities established by the AEC Board of Directors in France
Strategy planning
 Short- and long-term

SHORT AND LONG TIME VOLUNTEERS
 Communication, Events & Animation
 + Pedagogical facilitator

EDUCATION

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. MOUNG Taingyok
 CSS and ESK partnership Program 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 Ravy
 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 & financial follow-up
 - Vocational training program: recruitment, training & financial follow-up
 - Orientation follow-up & database updates for both programs

Mr. CHHOUEY Sitha
 FP and Students Programs Officer

MF PROGRAM & COMMUNICATION AND DEVELOPMENT

MF Program Officer:
 - Recruitment
 - Follow-up on children and families
 - Foster mother supervision
 - Budget management
 - Network relations

Mr. LOEURING Chymann

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.

CHILD PROTECTION

Communication and Development Officer:
 - Fundraising
 - Internal communication
 - External communication
 - Animation and development of the network
 - Events organization in Cambodia

FI PROGRAM

- Recruitment
 - Children follow-up
 - Guidance and counselling to the families
 - Financial follow-up
 - Quarterly collective workshops and individual trainings

Ms. ANG Sophea
 FI Program Officer

ACTIVITIES AND SUPPORT OFFICER
 Weekends and work-free days staff:
 - Children activities
 - Children care
 - Homework assistance

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

Mr. SOVANN Heng
 Farmer Eco-Farm

- Plantation
 - Harvest
 - Farm management
 - Farm maintenance

MAINTENANCE

Center overall maintenance:
 • Electricity
 • Water
 • Machinery
 • Gardening
 • Ricefield work

Mr. VANN Sitha
 Technician Officer

Mrs. HOUT Savrey
 Direction Assistant and Accountant

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

Mr. ROEURN Syronn
 Administrative and Pedagogical Coordinator Interpreter

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

