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## **WORLDVIEW MISSION (WM) BOD POSITIONS**

**President:** Will run the organization and will check on the country representatives as well as the board. Will ensure smooth functioning of the organization.

**Vice President:** Will work hand in hand with the president and will carry out and support the operations.

**Public Relations Officer:** Will work with the media, press and social networking site for efficient outreach and handle all public contacts and requests.

**Secretary:** Will handle appointments and meet-ups of the group and will keep track of all country representatives.

**Treasurer and Asst.** Treasurer: Will work together and keep track of all funds and progress.

**Project Officer:** Will work with the Public Relations Officer and the Treasurer to organize efficient and successful projects, drafts and action plans

## **NOTE**

- All positions will have an official email id.
- All positions with have to meet regularly along with the rest of the board to discuss strategy and statistics.
- All positions will be truthful and passionate about what they do

## **Worldview Mission (WM) Business Plan**

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The Chair / Founder/CEO, Ms. Hélène . H. Oord (Headquarter Netherlands (EU)

The Vice Chairperson / Mr. D. Ntiokam

The Vice Chairperson/ Mr. Bilal Javed (Dept Pakistan)

The Chairperson / Dr. Obi Ejeatulu (Nigeria) (Dept Health)

Advisory Board Mr. Worku Alemayehu (Ethiopia)

Mr. G. Mustava Treasurer Advisory Board, Company Secretary/Manager Assistance & Manager Finance

Dr. Lovans Owusu-Takyi, Programs Coordinator , WM-Ghana

Mrs. Beatrice Joseph Pungwe, WM-Africa

Dr. Armeer Hyder , Advisory Board/Programme Manager WM-Pakistan

Ms. Goma Dhakal Board Advisor Rep and Director Of Children Home, WM-Nepal

Mr. Willice O. Onyango, Advisory Board Ambassador to the United Nations on 2015-Post Development Post Agenda , WM, Media Youth advisory

Mrs Shagufta Jibran Board WM- Pakistan

Ms. Simran WM, Ambassador to the United Nations , WM-Middle East

Mr. Olumide Idowu , WM- (Nigeria) Director Social Media dept

Ms. Danae Espinoza H. WM- Board Latin America (Nord & South America)

[http://worldviewmission.nl/?page\\_id=3023](http://worldviewmission.nl/?page_id=3023) / <http://wmpakistan.webs.com/home>

**Biography Information available only at your request**

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**WORLDVIEW MISSION (WM) Board Of Director (BOD) POSITIONS**

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**Mission / Vision Overview of The Organization.**

Worldview Mission (WM) was founded in UN-USA, by Ms. Hélène H. Oord, Co-founded Ms. C.C. Oord by the year 2007, semi founded our personal United Nations Consultant Mr. Richard Jordan , Chair, 60th Annual UN DPI/NGO Conference Officer, Assist by Mr. Gary Gardener United Nations Conference Officer, New York. More info: <http://www.worldviewmission.org>

Worldview Mission (WM) a 501 (C) (3) Nonprofit (NGO). This Global Organization connected to the United Nations is affiliated with a multitude of organizations in the world that are concerned with ending poverty, complies with the Statement of United Nations Under -Secretary- General for Communications and Public Information (DPI) Mr. Kiyo Akasaka, by 2015.

Worldview Mission (WM) Headquarter Netherlands (EU) registered, October 2011. Registered nr RSIN ANBI 85.108.2403-**B01** / Registered nr, K.v.K 53.94.11.36, NGO Foundation by Chamber of Commerce, Rotterdam. Headquarter Address: Beemsterhoek 14, 2905XA, Capelle aan den IJssel Rotterdam (Netherlands/EU)

Worldview Mission (WM) NGO, member of United Nations CSO-NET (ECOSOC CIVIL Society Network NGO Branch, New York.

**Worldview Mission (WM) registered sister organizations (2x)**

1. Worldview Mission (WM) registered June 14th, 2011 in **Suriname (South America)** as K.v.K. nr.18850, as 501 c/3 NGO Foundation of the Suriname, Chamber of Commerce Nr 18850. Contact of mailing address Suriname (at your request), Worldview Mission, Headquarter Netherlands Beemsterhoek 14, 2905 XA, Capelle aan den IJssel-Rotterdam/EU
2. Worldview Mission (WM) Registered in 2008 as subsidiary of Sidewalk University (SU) WM - Employer Identification Number: (EIN Nr.) 26-3053068. (Mailing Address 15 Hudson Ave, Maplewood, New Jersey, (USA). Contact: Worldview Mission Headquarter, Mailing address EU, Beemsterhoek 14, 2905 XA, Capelle aan den IJssel Rotterdam-EU

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Although the United States is one of the richest counties in the world, still, 37 million people are poor, and from those 13 million children (19 percent of all children) under age eighteen live in families with incomes below the official poverty threshold.

Worldview Mission (WM) Int'l is on a mission to break the cycle of poverty in low economic communities by educating and preparing the youth to become leaders in their community and eventually extend their cause on a global level.

Programs of Worldview Mission are directed to enhance self-direction, self-determination and self-regulation of our youth as oppose to just giving them a handout which constitutes merely an ephemeral solution, but not a solution to the problem.

### **The Vision Statement**

*“To improve the quality of life for the people living in poverty helping them to become self-sufficient and to facilitate global effort in meeting United Nation’s Millennium Development Goals.”*

### **The Mission**

- Eradicate poverty in our communities and provide a safe haven for those in need.
- Provide a comprehensive program of personal growth and development.
- Build the finest facility where young people get the feeling that they belong to a loving society
- Create an environment and use activities that foster mutual respect, resilience, self-esteem, self-regulation, self-efficacy and leadership.
- Promote awareness and acceptance of diversity.

### **The Areas of Concern / Focus Areas**

- Community Development
- Community Service and Volunteering
- Economic Development
- Family and Parenting
- Poverty and hunger

- Education
- Leadership
- Employment
- Micro-finance
- Youth Court

## 2. Organization Profile

### Organizational History and Culture

#### The Executive Team

##### The CEO/Founder

**Ms. Hélène H. Oord**

##### Mission

- To connect ministries with organizations of all sorts by providing information about the concerns and goals of the United Nations and bring awareness of the current activities.
- To provide in their needs for a better understanding in our Multicultural society. In other words, to improve communication and support each other's cause.
- To promote, support and improve communication among civil organizations and the United Nations Missions for rapid and effective coalition between the countries.

##### Vision

- To inform the world through media in the form of Radio and Television, public speaking that people still care about each other regardless of Race or Nationality.
- To reach out worldwide and supply the appropriate information to all people, in the different languages, for a better understanding of the needs in our Multicultural Society
- To interview prominent persons, Ambassadors, Diplomats, and VIP's persons



- To targeting an all inclusive effective communication system.

### Goals & Objectives

- To support the United Nations Activities in its efforts to provide basic needs to all people
- To create a harmonious functioning information exchange unit
- Connect these organizations with the appropriate leaders to facilitate them
- To make a contribution to needed programs in our society for the Better
- To make a change for the better world where the United States is a melting pot of all Nations

### Ministries Network Activities International:

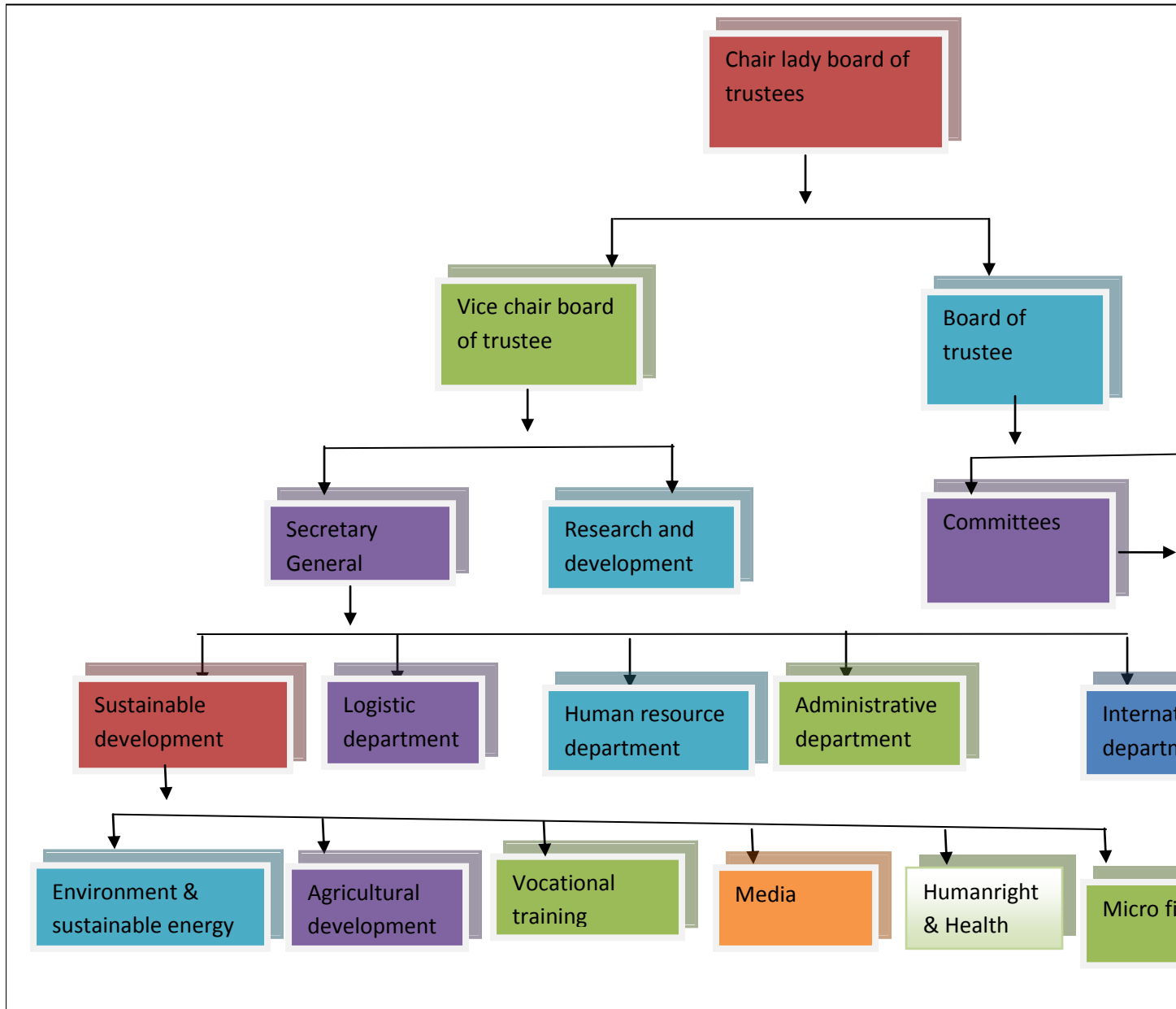
Worldwide network consist of: Business people's, Bishops, Evangelist, Prophets, Pastors, Ministers, Missionaries, Organizations NGO's United Nations Organizations UN Agencies, UN Ambassadors, and VIP's.

Organization Chart:





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**Appended- Worldview Mission (WM) dept-Offices, “Drafted” Info to be include:**

Below is the list of different heads needed to be included in WM Budget. Kindly provide the information by providing details and/or description of the items (where necessary) listed below:-

1. Registration Certificate/Document etc.
2. Constitution or "Articles & Memorandums of Association" of WM whichever is available.
3. Your Inputs on where you see WM in 5 years
4. Currency to be used for budgeting and Financial Year (January 1 to December 31 or July 1 to June 30)
5. Official/Residential Building(s) Rent Rates
6. Computer, Office, Electric Equipment, Vehicles (with make/model) and Furniture requirements for the year.
7. List of paid executives and staff along with details of monthly emoluments (Pay Structure)
8. Fringe Benefits for staff (Health Facilities, Life Insurance, Gratuity, Vacations, Transportation etc.)
9. Approximate Traveling of the Officials
10. Advertisement Expenses
11. Website hosting expenses

12. Expenses on Conferences, Workshops, Trainings etc. (both admin staff and others)Utility Expenses (Electricity, Gas, Water, Internet, Telephone Bills etc.)
13. Telephone Bills etc.)
14. Expenses on Auditors/Consultants
15. Expenses on Board Meetings
16. Details (venues, accommodation of delegates, entertainment of participants etc.) of specific programs WM wishes to initiate during next year
17. Any other

Kindly add/delete items as per your requirements. Also note that this is a broad overview of the budget, we'll have to make separate estimations for each head. Once we finalize broad areas, the specific head of each expense shall be discussed.

Furthermore, the above sought information is required for capital and revenue budget estimates of expenses, inform what is our forecast on donations end so that proper profit and loss account may also be made.

As far as Business Plan is concerned, the above said information shall help us in developing one provided we finalize specific programs we wish to undertake during next one year.



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## 6. FINANCIAL PLAN OF WORLDVIEW MISSION (WM)

### **An overview**

The Worldview Mission (WM) plans to collect information from its partner NGOs and disseminate it to donors that are providing financial and other assistance to the non-governmental sector in their respective areas. By doing so, the Worldview Mission wishes to bridge the existing gap between those who wish to work and those who wish to support a social cause.

We sincerely hope that all stakeholders would find this humble effort of WM useful and relevant. We are optimistic that this currently small initiative will go a long way to promote a productive relationship between NGOs and donors for sustainable development.

As WM is part of the UN system and is focusing all its efforts and energies on achieving Millennium Development Goals, therefore, all those NGOs who are aligned to the WM and UN's charter shall be assisted through WM.

Although, the organization came into existence in 2008; it has just started to initiate its operations on such big scale. The Chair and Team, WM believe that WM shall be able not only to assist affiliated organizations in their projects but will also be able to kick start its own projects in the target areas across the world.

WM believes in Financial Transparency and Accountability at all Organizational Levels. Keeping this in mind, WM has established a transparent system of Financial Management encompassing all important aspects of Finance i.e. Planning & Budgeting, Book Keeping (Financial Accounting) to Internal Controls and Auditing.



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## **7. Planning & Budgeting Financial Planning**

Worldview Mission(WM) believes that financial planning is both a strategic and operational process linked to the achievement of our goals. Since, WM is in its early days, we are in process of building both longer term funding strategies and shorter-term budgets and forecasts.

### **Budgeting**

As Worldview Mission (WM) is currently focusing on extending help to associated NGOs, therefore, the long-term funding strategies and short term budgets and forecasts shall be prepared as per requirements of the associated organizations. (For the same reason budget or cash-flow statement has not been made part of this document)

### **Fundraising**

Worldview Mission (WM) has made "Fund Raising & Liaison with Donors Department" and a sub-group in the Finance Working Group comprising of specialized people to look after the issue of fund raising. Both the Department and Working Group will work in collaboration with "Outreach and Partnership Working Group" which looks after the project proposals and liaison with affiliated NGOs. WM plans to receive project proposals from its affiliated NGOs along with

the budgets and send them to UN and other donor agencies for provision of funds at priority basis.



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### **Book Keeping (Financial Accounting)**

Worldview Mission (WM) understands that proper presentation of financial accounting data can greatly facilitate both the affiliated organizations and donor agencies in understanding WM's working and operations. WM believes that thorough and proper presentation of financial resources and prudent decision making are critical to the sustainability of the organization. Following has been put into place to achieve this goal:-

- i. WM shall adopt **Accrual Basis of Accounting**: this system allows to incorporate all income or expenses in Books of Accounts at the time of occurrence i.e. at the time the service is rendered or the purchase made.
- ii. **Charts of Account**: WM shall manage separate General Ledger Head (GL-Heads) for each category of revenue, expenses, assets, liabilities, or funds. This will make the Financial Information more informative and meaningful. A chart of accounts is the entire listing of all accounts.

These measures will help WM prepare following Financial Reports in timely manner for information and review of all stake holders:-

- i. **Income and Expenditure Statements:** summarizing all transactions during the period, comparing income and expenses with the corresponding period on monthly, quarterly, and annual basis.



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- ii. **The Balance Sheet Statement:** describing the relationship between assets, liabilities, and fund balances at a specific point in time (on a specific date). This report will help WM determine its financial position.

### **Internal Controls and Fraud Prevention**

#### **Internal Controls**

WM has put in place certain policies and procedures to ensure that the organization conducts business in an orderly and efficient manner. These policies and procedures provide the framework through which Worldview Mission will use the resources at its disposal to achieve its goals. These policies and procedures are designed to ensure that:

- i. Assets are safeguarded.
- ii. Fraud and error are prevented and detected.
- iii. The organization's operations are efficient and cost-effective.
- iv. Accounting records are complete and accurate.
- v. Management information is timely and reliable.
- vi. Staff is protected.
- vii. The organization's resources are used to benefit the stakeholders it serves.



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### Procedure Adopted for Internal Controls

WM has adopted following procedures to ensure internal controls:-

- i. **Accounting controls**, through comparing information from different sources, for example:
  - a. Comparing cash receipts as recorded by the Accounts Department with the Bank's Account Statement.
  - b. Stock (inventory) controls by comparing physical stock with accounting records.
  - c. Comparing actual expenditures and revenue with budgets.
- ii. **Segregation of duties**: the organization is designed in such a way that work of one another. Three functions are handled though it:-
  - a. Custody: physical responsibility for cash, stores, vehicles, etc.
  - b. Recording: entry of data in the main accounts/ledgers from which reports are made.
  - c. Authorization for purchases and other uses of resources.



- iii. **Managerial supervision**, including reviewing reports and ensuring that proper internal control procedures are being observed.

### **Fraud Prevention**

Internal Controls have been designed in a way to minimize, if not eliminate, the risk of fraud. The measures taken by WM in this regard are as follows:-



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- i. **Clear Division of responsibilities and authority:** a system has been created where only those with designated authority can approve the expenditure and use of resources, limiting the opportunities for misuse.
- ii. **Clear division of authority in accounting for resources:** This will ensure that no one person is solely responsible for both accounting for and approving of expenditures.
- iii. **Clear organizational chart and job descriptions:** In order to eliminate ambiguity in responsibilities or authority, while clarifying which employees report to whom, clear Organization Chart and Job Descriptions have been spelled out which will decrease the opportunities for fraud. In addition, clearly defined and results-oriented job descriptions will also help ensure that management and financial systems designed to control fraud are well maintained and used to produce reports on a regular basis.

- iv. **Procedures Manual:** To ensure that all staff members are aware of the procedures for managing funds and resources. All new staff members are being oriented to this manual when hired.
- v. **Accounting System:** A clear, easy-to-understand, and up-to-date accounting system which is readily accessible and understandable to the senior managers, has been established.



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- vi. **Stock control/inventory:** It has been proposed that control over resources will be limited to those with the responsibility and authority. Stocks will be kept locked whenever possible, with up-to-date inventory tracking and signing procedures for those using the resources.
- vii. **Random checks** of accounting and administrative processes: Selected personnel will conduct random audits or checks on systems.
- viii. **Realistic Financial Planning:** Preparation of realistic budget estimates shall be ensured which adequately allow for expenditures. This measure will lessen the pressure on staff to produce falsified results to conform to the budget.

## AUDIT

On top of the Internal Controls mentioned above, the Worldview Mission shall also ensure proper Audit Department having two units i.e. “Internal Audit Unit” and “External Audit Coordination Unit”



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### The Internal Audit Unit

Internal audit unit will involve a structured review of systems and procedures in vogue to ensure efficient and effective practices. The internal auditor’s report will highlight findings and make recommendations for action, where needed.

An internal audit will check whether Financial Accounting Systems and Internal Control Mechanisms are being vigorously followed or not.

The internal Audit Unit will ensure the ‘Three E’s’ of Internal Auditing i.e.

- i. **Economy:** WM is paying no more than necessary for the resources needed.
- ii. **Efficiency:** WM is getting the greatest benefit with the fewest resources.
- iii. **Effectiveness:** WM is successfully meeting objectives

### **External Audit**

An external audit by an independent audit firm shall be ensured to examine the financial statements prepared by the organization. The external audit shall fulfill the following purpose:-

- i. Verify that the annual accounts provide a true and fair picture of the organization's finances; and that the use of funds is in accordance with the aims and objects as outlined in the constitution.
- ii. Prove that internal control systems are effective.
- iii. To provide an evidence to stakeholders that accounts are 100% error free

## **8. WORLDVIEW MISSION (WM) COUNTRY REPRESENTATIVES ROLES AND RESPONSIBILITIES**

### **Main responsibilities to the WM:**

- Representation of Worldview Mission in their countries and partners
- Coordination of the Worldview Mission Programmes in their Countries
- Implementation of the operational country programme activities based on the operational plan and budget
- Approval of bi-annual and annual reports (narrative and financial) as well as operational plans (narrative and financial) for projects based on the project-planning documents/LTP
- Budget responsibility for country programme activities

### **Main tasks:**

The Worldview Mission Country Representative is empowered and mandated to:

- Representation and Networking
- Ensure that the operational partners respect Worldview Mission policies and values.
- Establish and maintain working relationships with operational and strategic partners (NGOs, international organizations, state institutions, authorities...)

- Follow up and report on political, economic and social developments relevant to the Worldview Mission programme.

- Participate in networking and coordination of the regional programme together with the other country representatives in the region.

- Participate in the regular regional CR meetings in order to liaise with and provide technical assistance and support to the other CRs in the region

- Programme and Project Management

- Contribute to the development of the concept, and the four-year narrative and financial planning of the regional programme.

- Develop the concept, and the four-year narrative and financial planning, of the country programme.

- Contribute to the annual narrative and financial planning of the regional programme.

- Develop the annual narrative and financial plan of the country programme and ensure the implementation of the planned activities

- Prepare semi-annual (January-June) and annual (January-December) narrative and financial reports on the progress of the country programme.

- Prepare semi-annual and annual summaries of the project reports.

- Contract external project evaluations and ensure the quality thereof

- Identify potential operational partner organizations and support the Worldview Mission secretariat in assessing them.

- Assure the selection, preparation and follow-up of WM volunteers in their respective countries.

- Technical support to partners

- Support partner organizations in project planning and the use of Worldview Mission templates and Long Term Plans (LTP).

- Follow up and monitor the implementation of projects, according to the objectives, activities and budget planned, through regular field visits to the projects and partners.

- Ensure that the narrative project reports document achieved results and that the financial reports

- Organize and ensure organizational development support for partner organisations (directly or through external consultants).
- Allow Organize and ensure content inputs to partners in the mission of achieving the MDGs

**General administrative tasks**

- Provide logistical support to the secretariat and other WM staff on their field visits.
- Provide programme and project reports for donors, especially the UN and when requested by the secretariat.
- Whenever needed and requested, carry out any other duties requested by the WM secretariat within the framework of the co-operation agreement and guidelines (with adequate notice and based on the resources available)

**Authority:**

- To act within his/her duties
- To manage the annual country programme plan and budget
- To take decisions about financial requests from partner organizations based on the approved plan and operational budget.
- To sign contracts within her/his field of responsibility for local consultancies and mandates such as evaluations, studies, etc.

**A. YOUTH-LED ORGANIZATIONS**

**B. Worldview Mission-**

**Worldview Mission**

<p><b>1. Ms. Hélène Oord</b> NL-USA Advisory BOD</p> <p>E-mail: <a href="mailto:info@worldviewmission.org">info@worldviewmission.org</a></p> <p>Web: <a href="http://www.worldviewmission.org">http://www.worldviewmission.org</a></p>	
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2.  E-mail:  Web:	4.  E-mail:  Skype:
5.  E-mail:  Web:	6.  E-mail:  <a href="#">Skype:</a>  <a href="#">Web:</a>

9. <http://www.un.org/en/events/observances/days.shtml>

CALENDER UN GENEVA <http://www.unvienna.org/>

UNITED NATIONS

(UNOV) EVENTS JAAR 2014 <http://www.unvienna.org/documents/calend326.pdf>

<http://www.unvienna.org/unov/meetings.html?from=23%2F11%2F2013&to=23%2F11%2F2013&org=-1>

1

**'WORLDVIEW MSSION (WM)' - DRAFT WORKPPLAN  
2011/12/13/14**

"A world Full of Options for young  
People Across the World" (Slogan)

	ACTICITY	4th QUARTER/2012	1st QUARTER/2013	2nd QUARTER/2013	4th Qtrtr/2013
1	<b>Situational Studies/Inception activities</b>				
	Inception Reports Prepared & reviewed				

	Strategic Planning Meeting (Executive)	Sept 31st			
	Follow up stake holders' Meeting	Oct 6th			
	Event Campaigns (World Literacy day, Peace day, food day, Democracy day, Universal Childrens Day, Day of Eradication of Poverty, World Aids day)	Sept 08, sept 19, Oct 16, Oct 18, Nov 20, Non 25, Dec 1st,			
	Global Youth Campaign (closing event) – World Human Rights Day	Dec 10th			
<b>2</b>	<b>WM Strategic Re-Engineering</b>				
	Strategic Plan meeting for 2013	May 1st			
	WG meetings Event Planning meetings	Mar 6th, 8th			
	Campaigns (World Day Against Female Genital Mutilation, Women's Day)	Feb 06, Mar 8,			
	Campaign (World day for the Elimination Of Racial Discrimination, world water day)	Mar 21 & 22			
<b>3</b>	<b>Health campaigns/ Country Prog'ms</b>				
	Campaigns (World Health day, Africa Malaria Day)/ Evaluation Meetings	April 11th, 25th			
	Regional Congresses (Int'l Labour Day)	May 1			
	Campaigns (family day, World Refugee day, Population day, Breastfeeding day)	May 15, Jun 20, Jul 11, Aug 1			
	WG – Global Event Planning Meeting for August (Youth Month)	Jul 4 - 30th			
	Int'l Youth Day (Continental Youth Congresses/ Conferences)	Aug 7 - 12th			
<b>4</b>	<b>Evaluations</b>				
	Evaluation of Youth Participation in Global Events (World Youth Programme)	Sept 21			
	WG Progress Review meetings	Nov 1st			
	WM Programme Review	Nov 5th			
	New year Working Team				
<b>5</b>	<b>Executive Duties/ Responsibilities</b>				
	Meetings, Training, Planning, Recreuitment, progress study				
	Fundraising for WG activities (facilitation)				
	Policy formulation for strategic direction				



	Communication Design/ development				
	Management of partnerships, Accreditation, Negotiations				
	Scheduling activities (workbreak down structure - WBS)				
	Workgroup Motivational structures /incentives				