



Sudanese American Medical Association

2024 Organizational Chart

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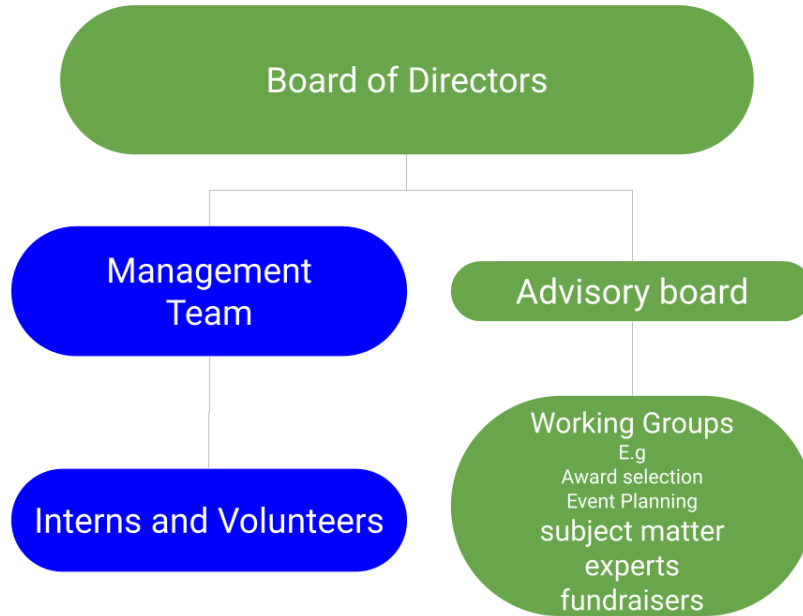
Purpose

create a clear chart that outlines recruitment and succession planning for the organization



Sudanese American Medical Association

Chart



Heirarchy

Body	Role	reporting to
Board of Directors	Governance	self-governing
Advisory Board	Advise	report to BOD
Management Team	Executive Director Sudan Office Director Director of Humanitarian Relief Director of Operations	report to BOD
Interns and Volunteers	assigned tasks	report to Management Team
Working Groups	e.g. events, awards, small projects	report to the BOD



Sudanese American Medical Association

Division of responsibilities between the BOD and the Management Team

Finance

- BOD
 - approves budgets and issues payments in USA
- Management Team
 - book keeping
 - develops budgets
 - issues payments outside USA
 - recruits CPA files tax report annually
 - recruits contractor does annual external audit

Human Resources

- recruitment/retention/termination of staff is done by the Management Team
- Volunteer management is done by the Management Team

Digital Marketing, website, IT

run by the Management Team

Bushra Ibnauf Centers for Learning facility management

run by the Management Team



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Meetings

- The BOD and the Management team meets monthly at 9am central time on the third Saturday of the month
- The Advisory board meets quarterly with the BOD
- The organization meets in-person twice a year in-person in Cairo, Egypt in winter; and in USA in summer

Programs

Humanitarian Relief

run by the Management Team with support from the Working Groups, subject matter experts and fundraisers

Learning

run by the Management Team with support from the Working Groups and subject matter experts

Projects

Events - Award Ceremonies

run by the Working Groups with support from the Management Team

Award Selection Working Group

run by the Working Groups with support from the Management Team

Missions

run by the Working Groups with support from the Management Team