



SPEAKERS FOR AFRICA

Governance and Operational Policies Manual

Approved by the Board of Directors - March 15, 2026

1. Conflict of Interest Policy

Purpose

To ensure decisions are made in the best interest of Speakers for Africa and not influenced by personal financial or relational interests.

Policy

Board members, officers, staff, and volunteers must disclose any real or perceived conflict of interest.

Individuals with conflicts must:

- Disclose the conflict before discussion
- Abstain from voting
- Leave the meeting if requested

Conflicts include:

- Financial benefit
- Family relationships
- Personal business interests
- Grant or vendor relationships

Failure to disclose conflicts may result in removal from leadership roles.

2. Financial Controls and Expense Policy

Purpose

To ensure transparency, accountability, and responsible stewardship of donor funds.

Policy

- Annual budget must be approved by the Board
- Large expenditures require Board authorization
- Financial records must be maintained accurately
- Funds must only be used for charitable purposes
- Financial reports must be presented regularly

Two-signature authorization is recommended for major transactions.

3. Child Protection and Safeguarding Policy

Commitment

Speakers for Africa is committed to protecting the dignity, safety, and rights of children and vulnerable individuals.

Standards

- Treat children with respect and care

- Avoid unsupervised one-on-one situations
 - Report safeguarding concerns immediately
 - Follow ethical storytelling practices
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Photography and Media Rules

- Obtain consent from school leadership or guardians
 - Do not publish full names or identifying details
 - Avoid images that portray children as helpless or exploited
 - Focus on empowerment and progress
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4. Media and Public Communications Policy

Representatives may not:

- Speak publicly on behalf of the organization without authorization
- Share internal financial or governance matters
- Release unapproved photos or videos

All storytelling must reflect dignity and accuracy.

5. Confidentiality and Non-Disclosure Policy

Purpose

To protect children, donors, programs, and governance integrity.

Confidential information includes:

- Donor information
- Financial records

- Board discussions
- Grant strategies
- Personnel matters
- Safeguarding incidents

All representatives must maintain confidentiality during and after their role.

Violations may result in removal or legal action.

6. Volunteer Code of Conduct

Volunteers must:

- Represent the organization professionally
 - Respect cultural norms
 - Follow safeguarding policies
 - Avoid political or religious pressure
 - Protect beneficiary privacy
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7. Whistleblower Protection Policy

Individuals may report:

- Financial misconduct
- Ethical violations
- Safeguarding concerns
- Governance abuses

Reports will be handled confidentially.

Retaliation is prohibited.

8. Records Retention Policy

Minimum retention standards:

Document	Retention
Bylaws & Constitution	Permanent
Board Minutes	Permanent
Financial Records	7 years
Grant Files	7 years

Records must be securely stored.

9. International Operations Policy

Speakers for Africa operates internationally and must:

- Comply with laws in countries of operation
- Maintain transparent partnerships
- Ensure funds are used appropriately
- Align international activities with Board oversight

Local partners may not make binding commitments without authorization.

10. Local Partner and Representation Policy

Local representatives in Uganda may:

- Assist with program implementation
- Coordinate community engagement

They may NOT:

- Represent governance authority
- Commit funds
- Enter contracts without approval

Formal MOUs are recommended.

11. Board Confidentiality and Executive Session Policy

Executive session discussions are confidential.

Topics include:

- Personnel matters
- Legal issues
- Financial risk
- Leadership performance

Minutes may record decisions but not sensitive details.

12. Ethical Storytelling and Dignity Policy

Communications must:

- Avoid exploitation of poverty
 - Emphasize resilience and empowerment
 - Protect identity of minors
 - Represent communities respectfully
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13. Policy Review

Policies shall be reviewed periodically by the Board and may be amended by Board approval.

Adoption

Approved by the Board of Directors
Speakers for Africa

President of the Board: _____

Secretary: _____

Date: _____

SPEAKERS FOR AFRICA

Local Partner / School Cooperation Agreement (MOU)

This Memorandum of Understanding ("Agreement") is entered into between:

Speakers for Africa, Inc.

A nonprofit organization registered in the United States

Principal Office: 26379 Pleasant Park Road, Conifer, Colorado, USA

AND

Partner Institution: _____

Address: _____

District / Region: _____

Effective Date: _____

1. Purpose of Agreement

This Agreement establishes a cooperative relationship for the implementation of educational, sanitation, health, or community development projects benefiting students and local communities.

Both parties agree to work in good faith to improve learning environments and support vulnerable populations.

2. Roles of Speakers for Africa

Speakers for Africa may:

- Provide funding or material support for approved projects
- Assist with infrastructure development (e.g., classrooms, latrines, desks)
- Support educational programs and community initiatives
- Document projects through photography, video, and reporting
- Monitor and evaluate project implementation

All support is subject to donor funding availability and Board approval.

3. Roles of the Partner Institution

The Partner Institution agrees to:

- Use donated funds and materials solely for agreed project purposes
 - Provide access to project sites for monitoring and evaluation
 - Assist in community coordination and communication
 - Maintain proper care of provided infrastructure and materials
 - Support safeguarding standards for children
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4. Safeguarding and Child Protection

The Partner Institution acknowledges that Speakers for Africa maintains child protection standards.

The Partner Institution agrees to:

- Support ethical photography and storytelling practices
 - Assist in obtaining appropriate consent for photos and videos
 - Protect student privacy and dignity
 - Report safeguarding concerns immediately
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5. Financial Accountability

Where financial support is provided:

- Funds must be used only for the agreed project
- Basic financial reporting may be required
- Misuse of funds may result in termination of support

Speakers for Africa reserves the right to conduct project reviews.

6. Representation and Authority

The Partner Institution and its representatives shall not:

- Represent themselves as governing members of Speakers for Africa
 - Enter financial or legal commitments on behalf of the organization
 - Use the organization's name or logo without permission
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7. Confidentiality

Both parties agree to maintain confidentiality regarding:

- Donor information
 - Financial arrangements
 - Internal organizational matters
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8. Duration

This Agreement shall remain in effect until:

- Project completion
- Mutual termination
- Termination due to non-compliance

9. Termination

This Agreement may be terminated by either party with written notice.

Speakers for Africa may terminate immediately if:

- Safeguarding violations occur
- Funds are misused
- Project integrity is compromised

10. Dispute Resolution

Both parties agree to attempt good-faith resolution of disputes through dialogue and mediation.

11. Signatures

For Speakers for Africa:

Name: _____

Title: _____

Signature: _____

Date: _____

For Partner Institution:

Name: _____

Title: _____

Signature: _____

Date: _____

★ VERY IMPORTANT REAL-WORLD ADVICE

Use this document when working with:

- Schools
- MPs / local government leaders
- Community organizations
- Church partners
- Construction teams
- Program coordinators

It prevents **future misunderstandings and protects your nonprofit legally.**

If you want, the next extremely useful thing I can give you is:

★ A full “Uganda Country Operations Framework”

This is what serious international NGOs use to manage:

- Country leadership
- Reporting lines
- Program approval
- Money flow
- Government relations

Would you like me to write that next?

Voice chat ended

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