



VSSS Sub Governance Framework

Committee	Purpose	Key Roles & Responsibilities	Key Outputs	Reporting Line	Meeting Frequency
Monitoring & Evaluation (M&E) Committee	To ensure accountability, transparency, efficiency, and effectiveness in alumni programs and projects.	• Develop M&E frameworks and indicators	• Quarterly/Annual reports	Executive Committee / Office Bearers	Quarterly or as required
		• Track project performance	• Monitoring tools		
		• Conduct site visits and verify reports	• Site visit reports		
		• Ensure data quality and compliance	• Evaluation findings		
		• Assess program impact	• Compliance reports		
		• Identify and manage risks			
		• Recommend improvements			
		• Build M&E capacity and training			
Bereavement & Burial Support Committee	To provide emotional, logistical, and financial support to bereaved families and	• Liaise with bereaved families	• Funeral coordination reports	Executive Committee / Office Bearers	As needed
		• Offer emotional support	• Contribution records		



	members.	• Communicate funeral arrangements • Coordinate memorial services • Arrange transport/accommodation • Assist with funeral planning • Coordinate fundraising • Maintain records • Ensure cultural sensitivity • Arrange counseling support	• Memorial arrangements • Bereavement support reports		
Legal Affairs Committee	To ensure legal compliance, governance, and protection of the alumni's legal interests.	• Draft and review policies/constitution • Provide legal advice • Ensure constitutional compliance • Manage disputes and litigation • Interpret laws and governance matters	• Legal opinions • Draft policies • Compliance reports • Litigation reports	Executive Committee / Office Bearers	Quarterly or as required



		• Protect intellectual property			
Specialized Fundraising Committee	To mobilize financial resources and ensure sustainability of alumni activities.	• Develop fundraising plans	• Fundraising plans	Executive Committee / Treasurer	Monthly or as required
		• Organize fundraising events	• Sponsorship agreements		
		• Seek sponsorships and grants	• Financial reports		
		• Manage donor relations	• Event reports		
		• Monitor fundraising finances			
		• Support outreach campaigns			
		• Ensure ethical fundraising			
Disciplinary Committee	To uphold discipline, fairness, ethical conduct, and accountability within the alumni.	• Investigate misconduct	• Hearing reports	Executive Committee / Office Bearers	As cases arise
		• Conduct disciplinary hearings	• Investigation reports		
		• Ensure due process	• Disciplinary records		
		• Recommend sanctions	• Policy recommendations		
		• Promote code of conduct			
		• Maintain disciplinary records			



Early Childhood Development (ECD) Committee	To promote quality and inclusive early childhood development services and support.		• ECD reports	Executive Committee / Office Bearers	Quarterly or as required
			• Training programs		
		compliance	• Compliance reports		
		• Support practitioner training	• Stakeholder engagement reports		
		• Improve curriculum quality			
		• Coordinate nutrition and health services			
Security & Infrastructure Committee	To oversee security, infrastructure development, and protection of organizational assets.	• Engage stakeholders and communities		Executive Committee / Office Bearers	Quarterly or as required
		• Develop security policies	• Security reports		
		• Manage infrastructure risks	• Infrastructure plans		
		• Monitor compliance	• Audit reports		
		• Oversee infrastructure projects	• Risk management reports		
		• Ensure system integrity			
		• Coordinate incident response			
		• Conduct security awareness training			
		• Manage vendor compliance			



Economic Development Committee	Sustainable economic growth, investment, and job creation in communities.			Executive Committee / Office Bearers	Quarterly or as required
		• Support entrepreneurship	• Investment reports		
		• Promote investment opportunities	• Business support initiatives		
		• Coordinate infrastructure development	• Infrastructure proposals		
		• Engage development institutions			
		• Promote tourism/agriculture/manufacturing			
		• Address rural economic challenges			
Events & Marketing Committee	To coordinate events, marketing, branding, and stakeholder engagement activities.	• Plan and manage events	• Event reports	Executive Committee / Office Bearers	Monthly or as required
		• Develop marketing campaigns	• Marketing materials		
		• Manage branding and publicity	• Sponsorship agreements		
		• Coordinate logistics and vendors	• Attendance and evaluation reports		
		• Manage social media and PR			

