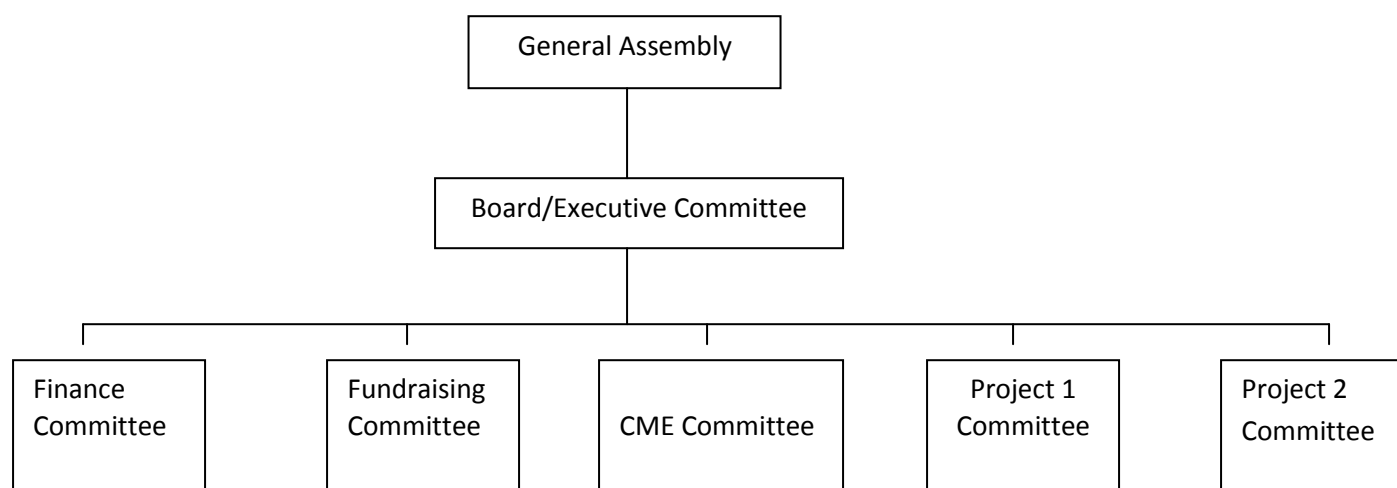




Example: Organisational chart of a health professional association without an Executive Director/Chief Executive Officer

Note: This document is provided for information purposes only. Health professional associations making use of this resource should revise and modify it for use in their specific circumstances.



Within this structure:

- Most or all of the programmes, projects or activities of the associations are operationalised by association members; mostly Board/Executive Committee members and other volunteer members. Consequently, Board/Executive Committee members are called upon to wear two hats; one related to their governance responsibilities and the other to their management or operational responsibilities.

- The Board/Executive Committee has chosen to establish three standing committees (e.g. Finance Committee, Fundraising Committee, CME Committee) and two Project Committees to assist with the implementation of specific time-limited projects.
- The Finance Committee also assumes the responsibilities related to the financial management of the association's day-to-day activities, including the activities of all projects.
- The project committees report to the Board/Executive Committee regarding all issues related to the implementation of the respective projects and their progress as per the goals, objectives and expected outcomes. These project teams could be led by a Project Director or Co-ordinator.
- Administrative support staff (permanent or occasional) could be recruited at different levels; for example, if the association has a national secretariat, it might recruit an administrative assistant responsible to staff the office and respond to calls and visits of members and/or visitors. The administrative assistant may also be responsible for providing administrative support to the President and/or Board/Executive Committee. Staff could also be recruited to support the implementation of specific projects.