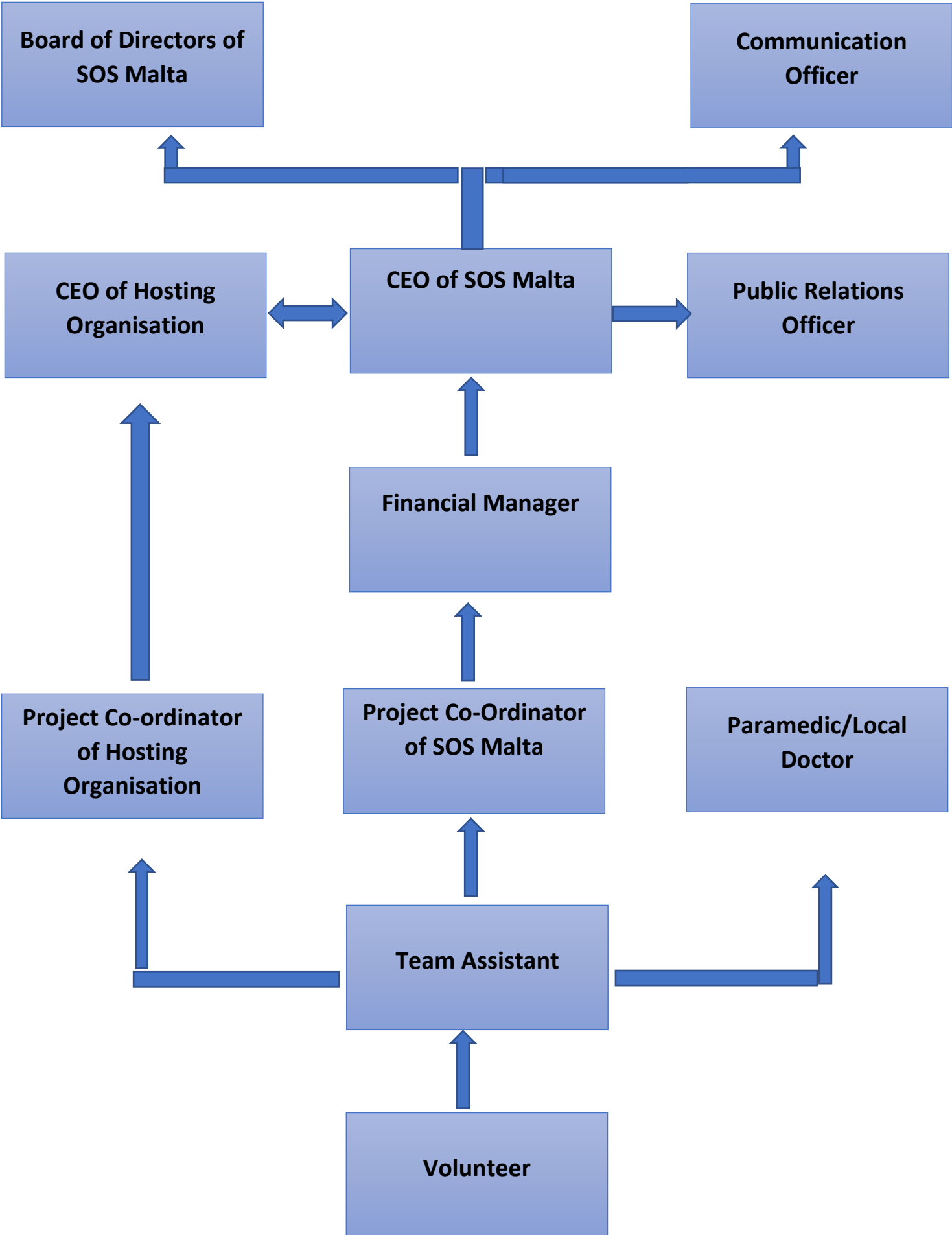


# SOS Malta Crisis Management Team



<u>Title of role</u>	<u>Roles and responsibility</u>	<u>Function in the crisis management team</u>
Volunteer	<ul style="list-style-type: none"> <li>● To carry out appointed tasks with care and thoroughness</li> <li>● To contribute to the work of the hosting NGO</li> <li>● To report to the coordinator achievements, as a well as problems</li> <li>● To respect the law of the hosting country</li> </ul>	<ul style="list-style-type: none"> <li>● To report any incidents to the team assistant</li> <li>● To discuss in detail the chain of events with the team assistant</li> <li>● To fill up any required forms</li> </ul>
Team assistant	<ul style="list-style-type: none"> <li>● To mediate conflicts between the volunteer and hosting organisation</li> <li>● To integrate a volunteer into local society</li> <li>● To meet with the</li> </ul>	<ul style="list-style-type: none"> <li>● To listen attentively and unbiasedly to any complaints/incidents</li> <li>● To refer volunteer to paramedic or local doctor if necessary</li> </ul>

	volunteer on a regular basis	<ul style="list-style-type: none"> <li>• To liaise with the project co-ordinator of the hosting and sending organisation</li> <li>• To ensure that all protocol and proper procedures have been followed</li> <li>• To provide support to the volunteer</li> </ul>
Paramedic/doctor	<ul style="list-style-type: none"> <li>• To provide medical care when necessary</li> <li>• To inform volunteers on health risks in the local community</li> <li>• To advice volunteers on preventative measures</li> </ul>	<ul style="list-style-type: none"> <li>• To carry out a medical evaluation on the volunteer</li> <li>• To write a thorough medical report of the volunteer</li> <li>• To refer volunteer to the appropriate needed medical care</li> </ul>
Project co-ordinator of Hosting Organisation	To provide a safe and convenient working environment	<ul style="list-style-type: none"> <li>• To liaise with the CEO of the hosting organisation</li> <li>• To report back to the team</li> </ul>

	<ul style="list-style-type: none"><li>• To develop a programme in cooperation with volunteers</li><li>• To provide accommodation, lodging and local transportation</li></ul>	assistant
Project co-ordinator of SOS Malta	<ul style="list-style-type: none"><li>• To select volunteers in cooperation with the hosting organisation</li><li>• To organise practical arrangements including travel, insurance</li><li>• To provide pre-departure training</li><li>• To Reintegrate volunteer to Malta after coming back</li></ul>	<ul style="list-style-type: none"><li>• To liaise with the CEO of the sending organisation</li></ul>

Financial Manager	<ul style="list-style-type: none"> <li>• To provide proper management of the organisation's revenue</li> <li>To keep track of the costs/expenses incurred</li> <li>• To flag cases where money is being received via illicit activities such as bribes</li> </ul>	<ul style="list-style-type: none"> <li>• To provide a detailed account of available funds</li> <li>To negotiate reasonable funds in case of bribery, without jeopardising committed funds</li> </ul>
Public Relations Officer	<ul style="list-style-type: none"> <li>•To disseminate and promote overseas project</li> <li>•To build positive relationships with stakeholders, media and the public</li> </ul>	<ul style="list-style-type: none"> <li>• To prepare a press release</li> <li>• To address inquiries from the media and other parties</li> </ul>
Communication officer	<ul style="list-style-type: none"> <li>•To communicate between</li> </ul>	<ul style="list-style-type: none"> <li>• To provide the family of the</li> </ul>

	the volunteer and the family of the volunteer	volunteer with the necessary support <ul style="list-style-type: none"> <li>• To keep family of volunteer updated with the latest outcomes</li> </ul>
CEO of Hosting Organisation	<ul style="list-style-type: none"> <li>• To ensure that the team assistant and the project co-ordinator are carrying out their roles and responsibilities appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• To liaise with the CEO of SOS Malta</li> <li>• To keep the CEO of SOS Malta updated at all times</li> </ul>
CEO of SOS Malta	<ul style="list-style-type: none"> <li>• To ensure that the overseas programme is still feasible and successful</li> </ul>	<ul style="list-style-type: none"> <li>• To discuss bilaterally with the Board of Directors</li> <li>• To liaise with the CEO of the hosting organisation</li> </ul>

		NB: In case of an emergency, CEO of SOS Malta has a right to take a final decision without discussing with the Board of Directors
Board of Directors of SOS Malta	<ul style="list-style-type: none"> <li>• To be available for internal meetings with the CEO of SOS Malta when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• To discuss bilaterally with the CEO of SOS Malta</li> <li>• To take a final decision</li> </ul>