**PROPOSED UPDATED ORGANIGRAM FOR THE**

**MAKAKALIKASAN (NATURE PARTY PHILIPPINES) NATIONAL SECRETARIAT**

**SECRETARY GENERAL**

* Overall in charge of the National Secretariat. Reports to the Core Circle & eventually to the National Council on all matters regarding operations of the Party & the National Secretariat
* Takes charge of the overall internal management of the National Secretariat operations especially on party building & membership development, volunteer management & policy research & advocacy
* Takes charge of managing the Core Circle processes and supports the convening of Party Caucuses
* Produces weekly update report on the operations of the National Secretariat
* Conducts the weekly online meeting of the National Secretariat
* Facilitates the “Kalikasan Bayan-I Volunteer Corps” Podcast weekly
* Supervises & provide mentorship to Party Building & Membership Develop, Volunteer Management and and the Policy Research & Advocacy Committees
* Recruits and orient volunteers especially those with the expertise and experience to support further the work of the Secretary General and the other units in the national secretariat

**DEPUTY SECRETARY GENERAL**

* In partnership with the Pilipinas Kalikasan, takes charge of external strategic networking especially on fund raising & resource mobilization, youth wing development (successor generation) and conservation (community mobilization) & provides oversight to work of the Spokesperson
* Supervises and provide mentorship to the Fund Raising & Resource Mobilization, Volunteer Management and Conservation Committees
* Facilitates the conduct of the Green Normal Pre Summit and Summit sessions and ensures that strategic partnerships among key partners are produce out of this processes on the various aspects of the Green Normal initiative. To do this, he/she also exercises direct co supervision with the Spokesperson of the Partnership & Alliance Building Program Committee
* Organizes and facilitates the “Katutubong Maharlikano” weekly podcasts
* Recruits and orient volunteers especially those with the expertise and experience to support further the work of the Deputy Secretary General and the other units in the national secretariat

**LEGAL COUNSEL**

* Provide legal advice and services to the National Secretariat
* Takes charge of our SEC and COMELEC and other legal registrations and accreditations
* Reviews all our public statements and legal documents

**SPOKESPERSON**

* Acts as the public face of the Party
* Develop for adoption of the Core Circle/National Council & in consultation with the National Council and implement a PR (Public Relations) and Communications Plan of the Party
* Takes charge of all public statements of the Party with support from the Policy Research and Advocacy Committee
* Organizes and facilitates the “Get to Know Your Green Party” podcast
* Take charge of all press conferences and media relations for the Party
* May represent the Party in any external networking in coordination with the Deputy Secretary General
* Supervises and provide mentorship to the Partnership & Alliance Building (Green Normal Summit) Committee
* Recruits and orient volunteers especially those with the expertise and experience to support further the work of the Spokesperson and the other units in the national secretariat

**FINANCE ADMINISTRATION OFFICER**

* Provides financial management support
* Acts as bookkeeper
* Manages the petty case fund of the National Secretariat

**OFFICE ADMINISTRATION AND INFORMATION OFFICER**

* Provides general coordination work of the day-to-day operations of the National Secretariat
* Manages and acts as webmaster of the website of the Party a well as all its social media platform
* Manages all inquiries and regular communication of the National Secretariat
* Administer documentation and information management of the operations of the National Secretariat
* Supports the Secretary General in producing weekly updates about the work of the national secretariat and in organizing the weekly meetings of the national secretariat
* Supports the Secretary General in organizing the weekly podcast “Kalikasan Bayan-I Volunteer Corps” and the Spokesperson in organizing the weekly podcast “ Get to Know Your Green Party”

**VOLUNTEER MANAGEMENT PROGRAM COORDINATOR**

* Manages all volunteers for the Volunteer Management Program Committee. Convenes this committee when necessary
* Provides regular online orientation for new volunteers
* Organizes volunteer formation session for volunteers
* Facilitates their deployment in volunteer assignments across the Party and its strategic partners
* Take charge of the recruitment and promotions of new volunteers
* Recruits and orient volunteers especially those with the expertise and experience to support further the work of the Volunteer Management Program Coordinator and the other units in the national secretariat

**PARTY BUILDING AND MEMBERSHIP PROGRAM COORDINATOR**

* Manages all volunteers for the Party Building and Membership Program Committee. Convenes this committee when necessary
* Coordinates the conduct of online local (city/town) chapter assemblies and the national assembly of the Party
* Takes charge of membership promotions and processing in support of the Party’s membership committee.
* Develop and maintain an online consultation platform on all draft basic party documents in support of the local chapter and national assemblies
* Recruits and orient volunteers especially those with the expertise and experience to support further the work of the Party Building and Membership Program Coordinator and the other units in the national secretariat

**CONSERVATON PROGRAM COORDINATOR**

* Manages all volunteers for the Conservation Program Committee. Convenes this committee when necessary
* Organizes training on agro-forestry, green commune development, permaculture for local chapters and partner communities
* Takes charge of the reforestation project of the Party
* Takes charge of the organic agriculture project of the Party as part of the agro forestry approach in reforestation
* Provides support in the piloting of Green Commune development for Party local chapters and local community partners
* Recruits and orient volunteers especially those with the expertise and experience to support further the work of the Conservation Program Coordinator and the other units in the national secretariat

**FUND RAISING & RESOURCE MOB PROGRAM COORDINATOR**

* Manages all volunteers for the Fund Raising & Resource Mob Program Committee. Convenes this committee when necessary
* Takes charge of direct solicitation to partners and supporters of the Party
* Takes charge of online crowdsourcing fund raising campaigns for the Party
* Takes charge of the project grants proposal development to secure funding for the Party operations through projects
* Take charge of organizing other fund-raising events for the Party
* Recruits and orient volunteers especially those with the expertise and experience to support further the work of the Fund Raising & Resource Mobilization Program Coordinator and the other units in the national secretariat

**PARTNERSHIP & ALLIANCE BUILDING (GREEN NORMAL) PROGRAM COORDINATOR**

* Manages all volunteers for the Partnership & Alliance Building (Green Normal) Program Committee. Convenes this committee when necessary
* Takes charge of the promotion and conduct (facilitation) of the Green Normal Pre-Summit Sessions and the Summit Proper Session, including providing support to the coordination of the post summit commitment implementation through the proposed GREEN NORMAL COALITION
* Takes charge of the promotions of the Green Normal Summit process
* Prepared regular weekly updates about the Green Normal Summit process results and developments
* Recruits and orient volunteers especially those with the expertise and experience to support further the work of the Partnership and Alliance Building (Green Normal) Program Coordinator and the other units in the national secretariat

**YOUTH WING DEVELOPMENT PROGRAM COORDINATOR**

* Manages all volunteers for Youth Wing Development Program Committee. Convenes this committee when necessary
* Takes charge of moderating the FB groups and group chats of the Kabataang Makakalikasan
* Mobilizing the members of the Kabataang Makakalikasan and its local chapters in relevant programs, projects and activities to support the development of the Kabataang Makakalikasan as an independent national youth organization
* Facilitates the representation of the leaders of the Kabataang Makakalikasna across the various chapters and assemblies of the Party as its youth wing
* Recruits and orient volunteers especially those with the expertise and experience to support further the work of the Youth Wing Development Program Coordinator and the other units in the national secretariat

**POLICY RESEARCH AND ADVOCAY PROGRAM COORDINATOR**

* Manages all volunteers for the Policy Research and Advocacy Program Committee. Convenes this committee when necessary
* Takes charge in organizing regular policy forum on the GREEN AGENDA of the Party to product policy briefs to be used by the Party in its policy advocacy work
* Manages the thematic FB Green Action Groups in partnership with Pilipinas Kalikasan and the Party to mobilize support for specific advocacies the Party will initiate
* Set-up, strengthen, maintain and mobilize a QRTs (Quick Action Teams) to direct advocacy actions when needed
* Prepares draft public advocacy statements of the Party to be reviewed by the Legal Counsel and the Spokesperson and to be approved for adoption and dissemination by the 1st Core Circle through the work of this committee and the Spokesperson
* Recruits and orient volunteers especially those with the expertise and experience to support further the work of the Policy Research and Advocacy Program Coordinator and the other units in the national secretariat

**SECRETARY GENERAL**

**DEPUTY SECRETARY GENERAL**

**SPOKESPERSON**

LEGAL COUNSEL

OFFICE ADMIN & INFO OFFICER

FINANCE ADMIN OFFICER

**PARTNERSHIP & ALLIANCE BLDG PROGRAM COORDINATOR**

**VOLUNTEER MGNT PROGRAM COORDINATOR**

**PARTY BUILDNG & MEMBERSHIP PROGRAM COORDINATOR**

**POLICY RESEARCH & ADVOCACY PROGRAM COORDINATOR**

**FUND RAISING & RESMOB PROGRAM COORDINATOR**

**YOUTH WING DEVT PROGRAM COORDINATOR**

**CONSERVATION PROGRAM COORDINATOR**