



## Governance of CCAM (Children Cancer Association Malaysia)

The governance structure of CCAM ensures transparency, accountability, and efficiency in fulfilling its mission to support children with cancer and their families. It outlines leadership roles, decision-making processes, financial management, and compliance with ethical and legal standards.

### 1. Leadership & Organizational Structure

CCAM operates under a structured governance framework led by the following key roles:

#### a) Chairperson (Founder & President)

- Leads CCAM's vision, mission, and overall direction
- Represents CCAM in official matters, partnerships, and fundraising efforts.
- Final decision maker.

#### b) Office Bearers

- Provides overall strategic direction and oversight.
- Approves major financial and operational decisions.
- Ensures CCAM complies with legal and ethical standards.

#### c) Committee Members

- Responsible for managing different aspects of CCAM, including:
  - Fundraising & sponsorship
  - Community engagement & awareness
  - Volunteer & member coordination
  - Financial oversight & compliance

#### d) Advisory Board

- Provides expert advice and strategic input on governance, fundraising, and partnerships.
- Helps in advocacy, public relations, and network.

### 2. Decision-Making Process

- Decisions are discussed and approved through a Regular Committee Meetings.
- Emergency Decisions: The President may take immediate action in urgent situations subject to later review and approval.





### 3. Financial Governance & Transparency

- Budgeting & Fund Allocation: All funds raised are allocated based on CCAM's objectives, focusing on:
  - Medical bill support for children with cancer through awareness campaigns and community programs.
  - Operational expenses, kept at a minimum to ensure maximum impact.
- Financial Reporting.
  - Annual financial statements and audits for accountability.
  - Expense Reimbursement Policy:
    - Volunteers and members may claim transport and activity-related expenses with prior approval.

### 4. Membership & Volunteer Policies

- Members must be 18+ years old and pay an annual membership fee of RM 50.
- Members are expected to:
  - Actively participate in fundraising and awareness efforts.
  - Uphold CCAM's values and code of conduct.
  - Volunteer roles are assigned based on skills and availability, ensuring impactful contributions.

### 5. Conflict of Interest & Ethical Compliance

- Conflict of Interest Policy:
  - Members must disclose any personal or financial interests that could affect CCAM's decisions.
  - Vendor contracts are awarded based on competitive and ethical considerations.
- Legal & Ethical Compliance:- Adherence to Malaysian nonprofit laws and financial regulations.
  - Policies in place to protect beneficiary privacy and ensure responsible use of funds.

### 6. Meetings & Reporting

- Committee Meetings: Regular Committee Meetings: To be held at the CCAM Main Office, 2-3 Jalan USJ 21/7, 47630 Subang Jaya, Selangor, to discuss operational updates
  - Annual General Meeting (AGM):
    - Reviews CCAM's financial health, activities, and future plans.
    - Ensures accountability and allows for feedback from stakeholders.





## Children Cancer Association Malaysia (CCAM) Office Bearers Detailed Role Descriptions

### 1. President

Responsibilities:

- Lead CCAM, ensuring alignment with its mission to support children with cancer and their families.
- Oversee the organization's operations and strategic initiatives.
- Facilitate meetings with the board and committees, setting clear agendas.
- Coordinate fundraising and outreach efforts, representing the association at events and meeting.
- President should build and maintain relationships with stakeholders, including hospitals and community partners.
- The President shall call for a meeting as needed, ensuring that all relevant members are informed at least 7 days in advance. Meetings should be scheduled with sufficient notice to allow for maximum participation, and an agenda should be shared beforehand to facilitate productive discussions. For urgent cases, an 'Urgent Notice' will be sent out inviting members for a virtual meeting. The President make final decisions on organizational matters, ensuring they align with CCAM's mission and objectives.
- CCAM tasks related to the preparation of documents in supporting children with cancer should be treated as the utmost priority.

### 2. Vice President

Responsibilities:

- Vice President support the President in all functions and step in during their absence.
- he Vice President assists the association in developing and implementing operational plans and programs aimed at providing direct financial support for children undergoing cancer treatment.- Oversee specific projects related to fundraising and community outreach.
- Liaise between committees and the executive board to ensure successful program execution.
- Engage with members and enhance recruitment drives.
- CCAM tasks related to the preparation of documents in supporting children with cancer should be treated as the utmost priority.





### 3. Secretary

Responsibilities:

- Maintain accurate records of all meetings, including detailed minutes.
- Manage all correspondence and official documents, including responses to emails.
- Coordinate communication between the executive board, committees, and external stakeholders.
- Attend every official meeting and assist the President in improving documentation for fundraisers and events.
- Ensure compliance with legal requirements regarding organizational documentation and applications.
- Keep members' registration records and remind them to pay annual fees.
- Manage collaboration contracts and actively update the President with all documents and letters for the association.
- Respond promptly and swiftly to emails calls and messages, understanding that timely communication is crucial in supporting children with cancer.
- CCAM task related to preparation of documents in supporting Children with cancer should be treated as utmost priority

### 4. Vice Secretary

Responsibilities:

- Assist the Secretary with all responsibilities and represent them in their absence.
- Help organize meeting agendas and distribute minutes promptly.
- Maintain the contact list and database of volunteers and donors.
- Coordinate communication efforts, including newsletters and information bulletins.
- Assist in administrative tasks related to fundraising initiatives.
- Replace Secretarial task in the absence of the Secretary.
- CCAM task related to preparation of documents in supporting Children with cancer should be treated as utmost priority

### 5. Treasurer

Responsibilities:

- Oversee CCAM's financial management, including budgeting, accounting, and financial reporting.
- Monitor fundraising activities and ensure all transactions are accurately recorded.





- Provide detailed financial updates to the board.
- Prepare for and assist during financial audits.
- Help in strategizing fundraising campaigns to ensure sustainability.
- Approving payment for hospital bills, vendors and including those in-country and abroad.
- Travel to hospitals to assess financial status and negotiate with hospital CSR departments personally if required.
- Educate members and committee volunteers about financial policies related to events.
- CCAM task related to preparation of accounts, engaging the payments in supporting Children with cancer should be treated as utmost priority.

## 6. Vice Treasurer

### Responsibilities:

- Support the Treasurer in managing finances and assume their responsibilities in their absence.
- Assist in preparing financial reports for fundraising initiatives and budget plans.
- Ensure accuracy in financial recordkeeping and documentation.
- Facilitate fundraising tracking and donor relationship management.
- CCAM task related to preparation of accounts, engaging the payments in supporting Children with cancer should be treated as utmost priority.

## 7. Committee Members

### Overall Responsibilities:

- Actively participate in committees focused on fundraising, support initiatives, and event planning specific to children with cancer.
- Collaborate to develop innovative initiatives that directly assist children and families dealing with the disease.
- Provide feedback on committee activities and suggest areas for improvement.
- Maintain regular communication with the executive board regarding progress and challenges.
- Report on community outreach and engagement efforts related to fundraising endeavors.





## Committee Structure

To enhance the effectiveness of our initiatives, the eight committee members will be divided into four pairs, each focusing on specific areas:

### 1. Social Media and Digital Engagement

Responsibilities:

Develop and implement strategies to raise awareness about childhood cancer through various digital platforms.

Create and manage content for social media channels, including Facebook, Instagram, and Twitter.

Engage with the online community to foster support and encourage donations.

Monitor and analyse social media metrics to assess the impact of campaigns.

### 2. Community Outreach Partnerships and Membership

Responsibilities:

Identify and establish partnerships with local organizations, schools, and businesses to support CCAM's mission.

Organize community events and awareness programs to educate the public about childhood cancer.

Engage with community leaders to build a network of supporters and advocates.

Collaborate with other non-profits to amplify outreach efforts.

### 3. Fundraising and Financial Management

Responsibilities:

Plan and execute fundraising campaigns, including online drives, charity events, and corporate partnerships.

Develop and manage budgets for fundraising activities.

Ensure transparency and accountability in the use of funds.

Provide regular financial reports to the executive board.

### 4. Event Planning and Volunteer Coordination

Responsibilities:





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Organize and oversee events such as gala dinners, charity runs, and awareness seminars.

Recruit, train, and manage volunteers for various activities.

Coordinate logistics, including venue selection, catering, and guest management.

Ensure events align with CCAM's mission and objectives.

This structure aims to streamline our operations and ensure that each area receives dedicated attention, thereby enhancing our capacity to support children with cancer and their families effectively.

## **Conclusion**

**In the context of the Children Cancer Association Malaysia (CCAM), "time is of the essence" is crucial, as early detection and prompt treatment of childhood cancer can significantly improve a child's chances of survival. Delays in treatment, financial support, or medical intervention could lead to adverse outcomes, making it vital for CCAM to act quickly in providing assistance to affected children and their families. Timely fundraising, awareness campaigns, and medical support are essential in the fight against cancer. CCAM's governance structure ensures that the organization operates efficiently, ethically, and transparently while maintaining a strong focus on its mission: supporting children with cancer and raising awareness. CCAM expect committee members to be passionate, proactive, and swift in their commitment to advancing CCAM's mission, embodying an unwavering dedication to driving impactful initiatives for the collective benefit of the children with cancer.**

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