

Minutes of Meeting

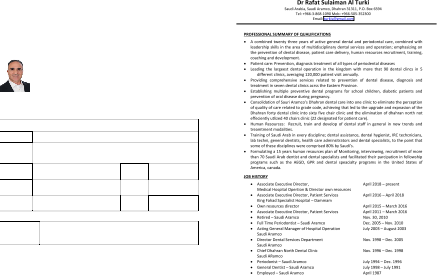
3:00 p.m – 3:30 p.m: time Zoom : Place 2021 / 3 / 3 : Date Wednesday : Day

: Main Meeting Members ■

Attendance	Role	Name	⌚	Attendance	Role	Name	⌚
P	Financial Supervisor	Mr. Hamad AlMubarak	6	P	Chairman 1 st Alternative	Dr. Samar AlHayek	2

: Invitee ■

Attendance	Role	Name	⌚	Attendance	Role	Name	⌚
P	HR	Ms. AlAnoud AlSmaiel	2	P	Coordinator	AlHanouf AlOtaishan	1

Recommendations	Assigned to	Date	Done	Point	P
<p>Discussing candidates CVs. Agreed on:</p> <p>Dr. Rafat's Al Turki</p> <p>Dr. Ahmad AlTaarawneh, in case it is allowed to hire a none Saudi to the position of executive director.</p> 	<p>Dr. Samar Ms. AlAnoud</p>			<p>Hiring an Executive Director</p>	<p>1</p>
<p>Job Description – Cleft Lip and Palate Association</p> <p>Job Title: Executive Director</p> <p>Qualifications: Medical and management background</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Handling all administrative work. - implementing the road map designed by consultant group. - Designing website, logo, and specific email for the association. - Supervising the preparation of the association's strategic plan, and elaborating its goals, vision and mission, and oversee their implementation. - Representing the association in concluding agreements and contracts with private or governmental bodies within the limits of his powers. - Meeting periodically with the Board of Directors to discuss the questionable suggestions that the development has been questioned work performance. - Contribute to the implementation of financial resources. - Supervising securing the association's financial resources. - Final review of salaries and their approval for disbursement. - Follow up on the reports received from the Board of Directors and take appropriate actions regarding them after discussing them. - Overseeing the development of administrative and financial policies, regulations, and procedures; To apply and implement the association's strategy 	<p>Dr.Samar Ms.Hanouf</p>	<p>March.4</p>	<p>done</p>	<p>Job description and qualifications of the executive director</p>	<p>2</p>
<p>Looking for an executive director who is experienced in both medical and administration fields..</p>	<p>Dr. Samar Ms.Alanoud</p>			<p>Search for more candidates</p>	<p>3</p>

Next Meeting:
Undetermined