

## **Founding Document**

**Organisation Name:** Joy Steps

**Date Established:** 22 December 2023

### **Purpose:**

Joy Steps provides creative workshops and community programs for young people, fostering skills, confidence, and social connection.

### **Governance Structure:**

The organisation is managed by a Leadership Team consisting of three key people:

1. **Project Lead** EBINGHA, Loveth Ebingha  
Responsible for overall leadership, strategic planning, and external partnerships.
2. **Creative Director** : Betty Bepeh  
Oversees day-to-day delivery of workshops, volunteer management, and participant engagement.
3. **Finance & Compliance Officer:** Bassey Peter E  
Manages financial oversight, budgeting, funding compliance, and ensures transparency.

### **Decision-Making:**

Decisions are made collectively by the Leadership Team, with regular monthly meetings to review progress, plan activities, and address operational matters. Major decisions require consensus or majority agreement.

### **Accountability:**

Joy Steps maintains records of meetings, financial transactions, and participant feedback to ensure transparency and continuous improvement. Safeguarding policies are strictly followed to protect all participants.

### **Amendments:**

This document can be reviewed and amended by the Leadership Team as needed to reflect organisational changes or legal requirements.