



**Armed Forces and Police
Mutual Benefit Association, Inc.**

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REVISED SOCIAL SERVICES PROGRAM COMMITTEE CHARTER
(as of 28 September 2017)

I. Purpose

The Committee's purpose is to ensure that policies and programs for the implementation of the Social Services Program of the Association are in place.

II. Principles of Good Governance

The Committee shall adhere to the principles of good corporate governance, as enumerated in the Governance Committee Charter and the Manual of Corporate Governance.

III. Scope

The Committee will have oversight over specific AFPMBAI Strategic Objectives that may be assigned by the Board of Trustees.

IV. Authority

The Board authorizes the Committee, within the scope of its responsibilities, to:

A. Seek any information it requires from:

1. Any employee who is directed to cooperate with any request made
2. External Parties
3. Board of Trustees, Top Management, Line Managers & Supervisors, TWG

B. Obtain outside legal or other professional advice

C. Require the attendance of Association officers during meetings as appropriate.

The Chairman and each member of the Committee shall be entitled to rely on the integrity and expertise of those persons providing information to the Committee and on the accuracy and completeness of such information presented.

V. Resources

The Committee will have the resources and authority appropriate to discharge its responsibilities, including sole authority to engage, retain and terminate independent consultants to the Committee as it may deem necessary or helpful in carrying out its responsibilities, and to establish the fees and other terms for the retention of such consultants, such fees to be borne by the Association.

VI. Responsibilities

The Committee shall have the following responsibilities:

1. Ensure that all social services-related activities comply with applicable laws and are aligned with the AFPMBAI vision and mission;
2. Set the policies and guidelines in the implementation of the AFPMBAI Social Services Program in line with the strategic objectives of the Association, and recommend revisions as necessary;
3. Prioritize social services projects based on its sustainability, impact and cost-effectiveness;
4. Recommend the annual fund allocation among the branches of service once the budget for the Social Services Program has been approved by the Board of Trustees;
5. Recommend project and budget proposals, and any realignment on the latter, for the approval of the Board of Trustees;
6. Approve requests, proposals, policies, guidelines or amendments related to the Social Services Program, and all other matters the Board of Trustees has granted the Committee the authority to approve;
7. Monitors projects to ensure timely delivery of desired outcome and that cost are within the budget;
8. Assesses the effectiveness of the Program and comes up with recommendations for its improvement;
9. Oversee the performance of the Technical Working Group (TWG) in the accomplishment of project objectives; and
10. Apprise the Board of Trustees regularly on the accomplishment, issues and concerns pertaining to the Social Services Program.

VII. Membership

The Committee shall be composed of members duly appointed by the Board of Trustees. The Committee Chairman and Vice Chairman shall be elected by its members and endorsed for approval of the Board of Trustees through the Governance Committee. Membership in the Committee shall be co-terminus with membership in the Board.

VIII. Meetings

The Committee shall meet monthly or as needed, prior to every Board meeting. Resource persons may be invited, as needed. The Board Relations Office shall take and safekeep the Minutes of the Committee's meetings.

IX. The Role of the Technical Working Group (TWG)

The TWG for the Committee shall come from the Social Services Office and shall perform the following tasks:

1. Submit social services project proposals in the areas of Health, Education, Livelihood, General Welfare and Community Development for the approval of the SSPC;
2. Assess requests or proposals from the different branches of service and submit recommendations for the approval of the SSPC; and
3. Implement the social services projects according to project guidelines and approved targets, and monitor its development to ensure timely delivery of desired outcome.
 - a. Conduct policy review and assessment of the effectiveness of the Program and come up with recommendations for its improvement; and
 - b. Apprise the SSPC through correspondence and monthly reports regarding updates on project status, budget and fund disbursement of the Social Services Program, and all other pertinent issues.

X. Board Assessment of the Committee

The Committee will be assessed based on the Performance Management System approved by the Board of Trustees.

XI. Charter Review

This Charter shall be reviewed at least every two (2) years, and updated as needed. All revisions shall be submitted to the Board of Trustees for approval.

Approved by the Board of Trustees on 28 September 2017, per Board Resolution No. 79, Series of 2017.