



ASA PHILIPPINES FOUNDATION, INC.

(A Microfinance NGO)

POVERTY ALLEVIATION COMMITTEE

MEMBERSHIP

Chairperson:

Rapa C. Lopa

Members:

Esther O. Santos

Richard Dee

Imelda H. Centeno

CHARTER

Article 1: Name and Purpose

Section 1. Name

The name of this committee shall be the “Committee on Poverty Alleviation,” herein after referred to as “the Committee.”

Section 2. Purpose

The purpose of the Committee on Poverty Alleviation is to assist the Board of Trustees in developing, approving, overseeing, guiding, and assessing the anti-poverty works of ASA Philippines Foundation, ensuring that its social development activities align with its mission and values while addressing the main causes of poverty in the Philippines.



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Article II: Mission and Values

Section 1. Mission

The mission of the Committee on Poverty Alleviation is to enhance the well-being of individuals and communities in need that ASA Foundation will serve through strategic and responsible social development programs.

Section 2. Values

Aligned with the Foundation's mission, vision and values, this Committee is guided by the following principles:

1. Integrity: We operate with the highest ethical standards, transparency, and accountability.
2. Empathy: We empathize with the needs of those we serve and strive to address those needs with compassion
3. Impact: We seek to make a meaningful and lasting impact on the individuals and communities we serve through our chosen interventions.
4. Collaboration: We collaborate with internal and external stakeholders to achieve our mission.
5. Stewardship: We are responsible stewards of the resources entrusted to us, maximizing their use for the greater good.
6. Sustainability: We commit to integrate sustainability principles in the conduct of our activities.
7. We trust in Divine Providence in our service to the underprivileged.

Article III: Committee Membership

Section 1. Composition



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The Committee shall consist of at least three members appointed by the Board based on their expertise, commitment to poverty alleviation, and alignment with the organization's mission and values. Any Board trustee may volunteer to be part of the Committee.

Article IV: Responsibilities

The Committee is responsible for performing the following duties and responsibilities as well as any other duties and responsibilities that are otherwise required by law or are delegated to the Committee by the Board:

Section 1. Strategy Development

1. Establish a poverty alleviation framework, strategy, policies and practices that align with ASA Foundation's values and mission to the marginalized poor sector.
2. Identify key focus areas and priority social development initiatives.
3. Develop a long-term sustainability framework to comprehensively address Client Community Service (CCS), Corporate Social Responsibility (CSR), and the Environmental, Social and Governance (ESG) priorities of the Foundation in consultation with all ASA stakeholders.

Section 2. Grantmaking and Social Development Activities

1. Review and approve grant proposals, social development initiatives, and partnerships in alignment with poverty alleviation framework, strategy, policies, and practices.
2. Monitor the progress and impact of anti-poverty programs and activities.

Section 3. Resource Allocation

1. Recommend to the Board of Trustees the annual poverty alleviation budget during the last quarter of the preceding year in consultation with the Finance and Risk Management Committee.



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2. Establish annual budget allocations to specific initiatives and causes.
3. Ensure responsible and efficient use of funds on grant programs and other anti-poverty activities.

Section 4. Evaluation and Reporting

1. Assess the outcomes and effectiveness of poverty alleviation efforts.
2. Initiate surveys or research, and implement standardized impact measurement frameworks to assess and validate impact.
3. Provide annual impact reports to Board of Trustees, Executive Team, Donors, Partners and other stakeholders on the Foundation's poverty alleviation activities.
4. Present annual review of the Foundation's poverty alleviation policies, practices and strategy.
5. Review, approve, and monitor delegation of authority related to the delivery of grants approved by the Board.
6. Review and assess annually the adequacy of this Charter, and if appropriate, recommend to the Board of Trustees changes to the Charter.

Article V: Operations and Support

Section 1. Operations

1. The Committee, under the direction of the Committee Chairperson, may also employ any outside experts, legal counsel or other personnel deemed by the Committee in its



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collective judgment to be reasonably necessary, and in the best interests of the Foundation, to enable the Committee to ably perform its duties and satisfy its responsibilities. The Committee Chairman shall promptly notify the Chairman of the Board of the endorsed retention of any such advisors for prompt Board approval.

2. The Committee may form and delegate to one or more subcommittees all or any portion of the Committee's authority, duties, and responsibilities, and may establish such rules as it determines necessary or appropriate to conduct the Committee's business.

Section 2. Support

1. The Foundation's Corporate Secretary and the Finance and Risk Management Committee Chair shall provide technical support to the Committee. In carrying out its duties and responsibilities, the Committee shall have the authority to meet with and seek any information it requires from employees, officers, clients, or relevant external parties. The Committee shall meet, as deemed necessary and appropriate, with management and other employees of the Foundation, in separate executive sessions. The Committee shall have direct access to, and complete and open communication with the Foundation's management and access to internal data and data analytics. The Committee shall have the authority to directly interact with the Foundation's clients, conduct investigations, request, or commission reports and/or analysis into any matters within its scope of responsibility, to establish an annual grant budget and to determine the priorities and the impact of the Foundation's anti-poverty activities.
2. The Committee shall have the appropriate resources to discharge its responsibilities. In addition to an annual grant budget, the Foundation shall provide appropriate funding, as determined by the Committee, for the payment of (i) ordinary



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administrative expenses of the Committee that are necessary or appropriate in carrying out its duties and responsibilities and (ii) reasonable compensation to any consultants and independent advisors retained by the Committee. The Foundation, at the Board's discretion, may provide reasonable per diems for Committee members who are part of the Board for attending relevant meetings.

Article VI. Meetings

Section 1. Schedule

The committee shall convene at least once per quarter. However, it shall meet as often as necessary to effectively fulfill its duties and obligations as outlined in this Charter. The Chairperson or a majority of the Committee's members may also call a special meeting when deemed necessary. Members of the Committee who are unable to attend in person may participate in a meeting of the Committee through a telephone conference call or similar communications equipment, ensuring that all participants can hear each other.

Section 2. Quorum

A majority of the Committee members shall constitute a quorum for conducting business. The Committee Chairperson will approve the agenda for the Committee's meetings, although any member may suggest items for consideration. Briefing materials will be provided to the Committee well in advance of meetings whenever practicable.

Section 3. Minutes

The minutes of the Committee meetings shall accurately record the significant discussions and decisions made by the Committee, including all recommendations to be presented to the Board. These minutes shall be distributed to Committee members, with copies provided to the Chairman of the Board and the President & CEO.



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Article VII. Amendments

Amendments to this Charter may be proposed by the Committee Chair and must be approved by a majority vote of the Board of Trustees.

This Committee on Philanthropy Charter is signed and approved by the Board of Trustees on (month), (day), 2023.

Signed:

Chairperson:

Trustee 1:

Trustee: 2