PPSTA Philippine Public School Teachers Association
245 Banawe St., Quezon City, Philippines, 1114 Telefax: (02) 988-1444 Website: ppsta.net/2017
Text Supprt: 0918-5448046 / 0917-6556827 E-mail: support@ppsta.com
Visit our Facebook Page: facebook.com/PPSTAQC

"Bayani ka, gurong Pilipino. Ang PPSTA, kumakalinga sa iyo."

SOCIAL SERVICES PROGRAM COMMITTEE CHARTER

I. Purpose

The Committee's job is to make sure that programs and procedures are in place for the Association's Social Services Program.

II. Scope

The Committee will be in charge of overseeing particular PPSTA strategic goals that the Board of Trustees may designate.

III. Authority

Within the parameters of its duties, the Board gives the Committee permission to:

A. Look for any data it needs from:
- Any official or employee instructed to comply with requests; outside parties;
- Members of the TWG, supervisors, line managers, upper management, and the Board of Trustees.

B. Seek professional or legal counsel from outside sources.
C. When necessary, mandate that Association officers attend meetings.

Each Committee member and the Chairman may rely on the veracity of the information provided as well as the honesty and knowledge of those supplying it.

IV. Resources

The Committee will be equipped with the necessary tools and power to carry out its duties, including the power to hire, retain, and fire independent consultants as needed or beneficial to the Committee's work, with the Association paying their expenses.

V. Responsibilities

The following duties will fall under the purview of the Committee:

1. Manage the Association's Social Services Program and Corporate Social Responsibility (CSR) activities, making sure they are in line with PPSTA's strategic plan and sustainability objectives.

2. Verify that all actions pertaining to social services are in line with PPSTA's vision and objective and adhere to applicable legislation.

3. Establish rules and regulations for carrying out the Social Services Program and suggest changes as needed.

4. Set project priorities according to cost-effectiveness, impact, and sustainability.

5. Accept the management-recommended yearly CSR fund allocation and recommend it to the board for approval.

6. Suggest budget and project plans, as well as any realignments, for the Board's approval.

7. As permitted by the Board, approve requests, proposals, policies, or revisions pertaining to the Social Services Program.

8. Keep an eye on projects to guarantee on-time delivery and cost containment.

9. Suggest efforts like livelihood training and financial literacy campaigns that support the financial well-being of members and their dependents.

10. Evaluate the success of the program and suggest enhancements.

11. Monitor the SSPC Technical Working Group's (SSPC-TWG) performance.

12. Regularly update the Board of Trustees on the Social Services Program's achievements, problems, and concerns.

VI. Membership

Members chosen by the Board of Trustees will make up the Committee. The members of the committee will elect the chairman and vice chairman, who will then be recommended for board approval. Membership and Board membership will be coterminous.

VII. Meetings

Before each Board meeting, the Committee will convene once a month or more frequently as needed, using approved communication channels or traditional methods. When necessary, resource people may be invited. The Board Relations Office is responsible for creating and maintaining the meeting minutes.

VIII. Role of the SSPC-TWG

The Social Services Office will be the source of the Technical Working Group (TWG), which will:

- Help the SSPC carry out its obligations under this Charter.
- Provide suggestions on issues falling under the purview of the SSPC.
- Assemble resources pertinent to SSPC events and provide members with copies.
- Assemble the agenda and bring up topics for consideration at meetings.
- For SSPC approval, submit project proposals and implementing rules, regulations, policies, or guidelines.
- Evaluate branch requests or proposals and make suggestions.
- Execute authorized projects, keep an eye on developments, and guarantee on-time delivery.

a. Evaluate program efficacy and conduct policy reviews.
b. Report project status, budget, and fund disbursement to the SSPC.

IX. Board Assessment of the Committee

The Strategic Oversight of Board Committees and/or any other Performance Management System that has been authorized by the Board of Trustees will be used to evaluate the Committee.

X. Charter Review

At least every two years, or more frequently if necessary, this Charter will be reviewed and presented to the Board for approval.