



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

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## **AMENDED SOCIAL SERVICES PROGRAM COMMITTEE (SSPC) CHARTER** (as of 04 December 2023)

### **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. Scope**

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

### **III. 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.

### **IV. 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.

## **V. Responsibilities**

The Committee shall have the following responsibilities:

1. Oversee the implementation of the Association's Corporate Social Responsibility (CSR) initiatives vis-a-vis its impacts to corporate branding and sustainability, plans, and programs including the Social Impact strategic framework, as embodied in the Board's strategic perspectives and directives to Management;
2. Ensure that all social services-related activities comply with applicable laws and are aligned with the AFPMBAI vision and mission;
3. 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;
4. Prioritize social services projects based on its sustainability, impact and cost-effectiveness;
5. Approve the annual CSR fund allocation intended for the branches of service recommended by Management, and subsequently endorse its approval to the Board of Trustees;
6. Recommend project and budget proposals, and any realignment on the latter, for the approval of the Board of Trustees;
7. 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;
8. Monitor projects to ensure timely delivery of desired outcome and that cost are within the budget;
9. Recommend programs that promote members' and their dependents' financial well-being, awareness and management through livelihood training and financial literacy programs;
10. Assess the effectiveness of the Program and come up with recommendations for its improvement.
11. Oversee the performance of the SSPC Technical Working Group (SSPC-TWG) in the accomplishment of project objectives; and
12. Apprise the Board of Trustees regularly on the accomplishment, issues and concerns pertaining to the Social Services Program.

## **VI. 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 by the Committee for approval of the Board of Trustees. Membership in the Committee shall be co-terminus with membership in the Board.

## **VII. Meetings**

The Committee shall meet monthly or as needed, whether through conventional or via approved means or modes of communication, 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.

## **VIII. The Role of the SSPC-TWG**

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

1. Assist the SSPC in the fulfillment of its responsibilities under this Charter;
2. Make recommendations on matters within and under the scope of the SSPC;
3. Prepare all materials relevant to the above items and provide all members copies by any acceptable means of documentary transmission, safekeep and record;
4. Prepare the agenda and present the items for discussion during SSPC meetings;
5. Submit social services-related project proposals craft implementing rules and regulations, policies and/or guidelines for the approval of the SSPC;
6. Assess requests or proposals from the different branches of service and submit recommendations for the approval of the SSPC;
7. 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.

## **IX. Board Assessment of the Committee**

The Committee will be assessed based on the Strategic Oversight of Board Committees and/or any other Performance Management System as approved by the Board of Trustees.

## **X. Charter Review**

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

Approved by the Board of Trustees on 04 December 2023, per Board Resolution No. 92, Series of 2023.