



UNIS Hanoi Impact Fund Committee (IFC)

DRAFT Terms of Reference:

1. Purpose:

The UNIS Hanoi Impact Fund Committee (IFC) will ensure that funds raised in the name of the UNIS Hanoi Impact Fund are disbursed in accordance with their defined purpose, provide oversight of process and ensure integrity for donors. The IFC will respect the UNIS Hanoi Impact Fund Programme Outline and all discussion and decision making will be within the spirit and context of the outline.

The UNIS Hanoi IFC is a decision making group at the designation of the Head of School who shall only intervene in the process if the spirit of the UNIS Hanoi Impact Fund is not respected, the guidelines are not adhered to or the institutional reputation of the School is at risk.

2. Committee Scope of Work:

2.1 General (Full IFC)

- a. Ratify the IFC membership for 2019-2020 appointed by Head of School.
- b. Review and approve the Terms of Reference for the UNIS Hanoi Impact Fund Committee.
- c. Appoint a Grants Sub-Committee. (see 2.3)
- d. Review and adopt the UNIS Hanoi Impact Fund Programme Outline including:
 - i. Fundraising goal
 - ii. Proposal guidelines, application process and decision making matrix
 - iii. Community communications
 - iv. Timeline for 2019-2020
- e. Generate ideas for and test a community 'tagline' and inspirational definition.
- f. End of Year review and proposed updates for 2020-2021.
- g. End of Year report to the community.
- h. Application to the School Community Organisation for Grant budget annually

2.2 Annual Goals (Full IFC)

- a. Oversee and promote the community call for proposals and application process
- b. Evaluate the proposals submitted for consideration
- c. Follow up with proposals if necessary for idea development
- d. Make recommendations for student vote

2.3 Rolling Grants (IFC Sub-Committee)

Due to the more frequent meeting demands an Impact Fund Grants Sub-Committee of the IFC will be appointed to deliver the Scope of Work:

- a. Oversee and promote the community call for proposals and application process
- b. Establish the quarterly working timeline for the consideration of Grant proposals
- c. Distribute the annual Grants budget on pre-approved and publicised schedule.
- d. Evaluate the proposals submitted for consideration and participate as interview panel members if required
- e. Oversight of Grant projects implementation (eg. response to applicants and review/receipt of project reports)

3. Committee Membership, Composition and Chair

- 3.1 The UNIS Hanoi Impact Fund Committee will consist of 18 members from seven stakeholder groups. See the table below. (3.4)
- 3.2 In its first year, membership will be appointed by the Head of School in consultation with the Co-Chairs. For new members the IFC will review and appoint members.
- 3.3 A quorum of 50% of members (9) is required for decision making with representation from at least three of the seven different stakeholder groups.
- 3.2 Members of the task force shall serve for a period of two academic years, and are eligible for re-appointment for a second term.

- 3.3 The Director of Advancement will co-chair with a Committee appointed partner. For 2019-2020 the co-chair will be the former SCO Project Funding Committee member.
- 3.4 The Committee membership shall be published to the school community and will be structured and recruited as follows:

6 Students:	<ul style="list-style-type: none"> ● 2 High School: HS students will be by application to broaden engagement beyond the Student Senate. ● 2 Middle School: MS will be represented by a representative from the Student Council and one from the SDG Guardians. ● 2 Elementary School: ES will be represented by a representative from the Student Council and one from the SDG Guardians.
2 Faculty:	<ul style="list-style-type: none"> ● By application with representation from different Divisions preferred.
2 Staff:	<ul style="list-style-type: none"> ● By application for Vietnamese national staff with representation from both teaching assistants and operational staff preferred.
2 Administration:	<ul style="list-style-type: none"> ● Director of Advancement as the senior administrator responsible for fundraising and fund dispersal. ● 1 by Head of School appointment.
4 Parents:	<ul style="list-style-type: none"> ● 2 by appointment from the School Community Organisation Executive Committee including a representative from the former SCO Project Funding Committee. ● 2 by application.
1 Alumni:	<ul style="list-style-type: none"> ● By application from Hanoi resident student alumnus.
1 Board Member:	<ul style="list-style-type: none"> ● 1 by appointment by the Board Chair. TBC

4. Member Responsibilities

- 4.1 Members will act as ambassadors for the UNIS Hanoi Impact Fund and institutional fundraising and support all decisions taken by the Committee.
- 4.2 Members may represent their stakeholder group's interests, but are required to take a more strategic and holistic community viewpoint in final decision making.
- 4.2 Members should promote and engage with all UNIS Hanoi Impact Fund-raising initiatives.
- 4.3 Committee members agree to respect the confidentiality under which discussions take place, and sign a 'Committee Member Code of Conduct'. (Appendix B)
- 4.4 Committee members must avoid situations in which their personal interests are, or may be, or may be perceived to be, in conflict with the UNIS Hanoi Impact Fund's interests. Where a potential conflict of interest exists, it is the member's responsibility to notify one of the Co-Chair's of the circumstances so that they, in consultation with the Head of School can provide guidance and take action as determined.

5. Quorum and Decision Making

- 5.1 A quorum of 50% of members (9) is required for decision making with representation from at least three of the seven different stakeholder groups and including at least 2 student representatives.
- 5.2 Consensus will be sought for all decision making, however after due process, a vote will be required for final decision and a simple majority of those at the meeting will decide.

In the event of a tie the Head of School will cast the deciding vote. Parent co-chair?

- 5.3 Proxy votes will be allowed by absent members, only if they have been involved or informed by the Co-Chairs of the discussions leading to decision making. By email to chairs only?
- 5.4 The IFC can decide to have an email vote for decision making in exceptional circumstances precipitated by urgency.

6. Frequency of meetings

- 6.1 The Committee will meet in person according to a schedule set at the first meeting of the school year and with respect to timely completion of the Committee's duties with respect to the Impact Fund Programme Outline.
- 6.2 Meetings will be scheduled to facilitate the maximum participation and will typically take place after school class hours.
- 6.2 Interim, Ad hoc and Sub-meetings will be scheduled as deemed necessary but with respect to members' schedules. Whenever possible the Members will be informed at least three working days in advance for additional meetings.

7. Committee Documentation

- 7.1 Meeting Agendas will be developed by the IFC Co-Chairs and circulated to members at least three days ahead of a meeting.
- 7.2 A meeting summary will be recorded by a member of the Advancement Team (by appointment of the Director of Advancement) who will serve in support of the IFC.
- 7.2 Circulation of the meeting summary to Members will occur within 1 week of a meeting. Any revision suggestions should be communicated to the Co-Chairs.
- 7.3 IFC documentation will be on a Team Drive maintained by the Director of Advancement.

8. Review and approval

- 8.1 The IFC will approve these Terms of Reference on September 18, 2019 (Date of first meeting 2019-2020).