



SEDP-SIMBAG SA PAG-ASENSO, INC.
(A MICROFINANCE NGO)
TRAINING AND FORMATION COMMITTEE CHARTER
2017

I. PURPOSE

The purpose of the Training and Formation Committee is to assist the Board in its oversight function relating to SEDP-Simbag's spiritual formation program for the staff and client-members. The Committee shall provide direction and guidance on developing the core curriculum on formation and shall ensure that this curriculum is aligned with the formation program of the Diocese of Legazpi.

II. DUTIES AND RESPONSIBILITIES

The Training and Formation Committee is responsible for;

1. Defining goals and objectives of the formation program;
2. Developing a formation curriculum that relates to the formation program of the diocese;
3. Developing, assembling and reviewing instructional content and design;
4. Periodically reviewing, in consultation with Management, the effectiveness of the formation program;
5. Reporting to the Board its actions taken, recommendations, issues and concerns related to SEDP-Simbag's formation program;
6. Performing an annual evaluation of the Training and Formation Committee's performance and reporting such evaluation to the full Board;
7. Periodically reviewing and assessing the adequacy of this charter and recommending any changes to the Board;
8. Performing other duties and responsibilities as may be assigned from time to time by the Board.

III. ORGANIZATION

a. Membership

The Training and Formation Committee shall consist of a minimum of three (3) members.

b. Appointment and Term

The Training and Formation Committee Members shall be appointed by the Board and shall serve for a term of three (3) years.

The Governance Committee shall nominate to the full Board the members of the Training and Formation Committee. The Board shall designate the Chairman of the Committee.

The Training and Formation Committee Members may be removed by the Board at any time with or without cause.

c. Duties of the Chairman

The Chairman of the Training and Formation Committee shall preside in all meetings of the Committee, set meeting agendas, and perform other duties as may be assigned by the Board from time to time.

d. Secretary of the Committee

The Secretary of the Training and Formation Committee shall come from the Board Secretariat. The Secretary must be an employee of SEDP-Simbag or any of its subsidiaries.

e. Resignation

Any member of the Training and Formation Committee may resign effective upon approval by the Chairman of the Board.

f. Vacancies

Any vacancy in the Training and Formation Committee other than by expiration of term shall be filled by appointing any member of the Board, subject to nomination by the Governance Committee. The member so appointed to fill a vacancy shall serve only the unexpired term of his/her predecessor.

g. Meetings

The Training and Formation Committee shall meet at least two times per year and at such time and place the Chairman shall determine. The Committee shall report regularly about its activities to the Board.

Committee meetings shall be presided over by the Chairman or his/her designated Acting Chair and may be attended upon invitation by any members of the Management or other persons requested to provide pertinent information.

Every decision consented to by majority of the Committee members present in a meeting at which a quorum is declared shall constitute an act of the Committee.

h. Minutes

The Secretary of the Committee shall keep the minutes and other relevant records of the meetings and activities of the Committee. The minutes shall be available for review by the Board.

i. Assessing Committee Performance

The Training and Formation Committee shall annually evaluate its own performance using the Board-approved performance evaluation tool and report such evaluation to the full Board.