

**DIAKAID COMMITTEE Charter**

1. Purpose

This committee shall invigorate, promote, manage, and oversee the DIAKAID fund of the DIAKONIA World Federation (DWF).

1. Meetings:

The committee shall meet at least twice annually via electronic platforms.

1. Membership:

The DIAKAID Committee shall consist of at least three members who are not members of the Executive Committee.

These persons are to be chosen for their competence in reviewing grant applications, promoting grant-giving funds, supporting grant applicants, and assessing grant projects.

They should represent the international and ecumenical diversity of the three geographic regions of the organization.

Members of the committee shall be appointed for one term (from DWF Assembly to the next) and are eligible to serve one additional consecutive term.

A member(s) of the Executive Committee shall be *ex officio* member(s) and act as liaison to the Executive Committee.

The chair of the committee will be chosen from among the members who are not ex-officio members.

1. Relationships

The DIAKAID Committee will report to the Executive Committee at least annually making recommendations and

and suggesting actions.

The Executive Committee will oversee the work of the Volunteer Coordination Committee and make recommendations and suggest actions to the Volunteer Coordination Committee.

1. Specific Duties

a. Review the principles, policies, and procedures of the DIAKAID fund.

b. Imagine creative, relational, and effective ways to promote applications to the fund.

c. Receive fund applications from the Regional Presidents.

d. Assess applications.

e. Inform applicants of decisions.

f. Oversee the administration of grants.

g. Monitor and support grant projects on an on-going and regular basis.

h. Receive reports from grant projects on an annual basis.

i. Share updates on the projects through DWF Communication platforms.

i. Review and assess the projects.

j. Receive, review and administer requests for emergency funding.

k. Keep minutes of meetings and maintain records of committee actions.

l. Annually report to the Executive Committee, indicating actions and progress of the DIAKAID Committee and making suggestions for any plans or next steps.

m. Periodically review and revise the Charter and policies of DIAKAID Committee, and if necessary, submit recommendations and documents to the Executive Committee for consideration and approval.

n. Submit any budget considerations to the Treasurer for the annual budget process.

Adopted by DIAKONIA World Federation Executive Committee in 2020