

TERMS OF REFERENCE

DUNGKHAR UGYEN CHOELING SHEDRA COMMITTEE

Background

Having realized the need to keep the spirit of Khar, Labar, Bongman and Yajur (collectively referred as Kharpa) community alive, the people of these communities have collectively decided to form a welfare scheme which will be apolitical and non-profit oriented group in February 2010. However, the group has been dissolved due to various concerns on the sustainability. Yet, another initiative to construct a *Drasha* at Dungkhar has been initiated towards the end of 2013.

The *Drasha* construction has been successfully completed and was inaugurated by H.E Gangtey Trulku and Lyonpo Sonam Tobgay, Chief Justice of Bhutan (and also the Patron for the Construction Project) on 12th and 13th October, 2014. The event took place with a grand ceremony participated by large number of people from Khar, Labar, Bongman, Yajur and other nearby villages.

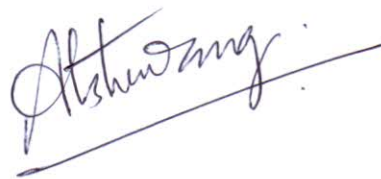
With the completion of *Drasha*, 11 monks from Khar, Labar, Bongman and Yajur villages enrolled to start their monastic learning at Dungkhar. A Khenpo has been appointed by H.E Gangtey Trulku to teach the monks. Other young people from villages within Khar and other areas have also expressed their interest to join the monkhood at Dungkhar. It is anticipated that, in future, the number of monks in Dungkhar will be increasing.

In this context, under the Parton of Former Chief Justice, it is proposed to form a group of Kharpa who are willing to contribute to sustain monks at Dungkhar Shedra and any other initiatives. In order to coordinate and initiate the collections among the members, the formulation of committee is found necessary.

Overall Mandate and Scope

The overall mandate of the committee is to coordinate and initiate collections among the members and explore other sources of funding. The committee will also strive towards enhancing social cohesion and community vitality among the people of Khar, Labar, Bongman and Yajur.

The membership to this group has been formed based on the interest of the individual who are willing to contribute towards the development and sustaining our shedra, hence no committee members may force any individuals to join the group for the contribution.



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Composition of Management Committee

The Committee members will be elected among the members based on the simple majority. The number and composition of committee is as follows:

- a. President/Chairperson
- b. Vice President/Chairperson
- c. Financial Coordinator/Treasurer
- d. Member Secretary/Registrar
- e. Three Members

The committee members will further be supported by the Regional Coordinators.

Mandate and Scope of Committee

The committee members should ensure timely collection and disbursement of the funds to the Shedra and act as a link between the Group Members and the beneficiary. The Committee will be coordinating with all the members, local functionaries, Goenpa Management Board and the Shedra. The Committee will also keep abreast of the implementation of any developmental activities at Goenpa and Shedra.

No committee members or the members shall use the name of the Goenpa or Shedra for the personal benefit or for the political gains.

Roles and Responsibilities of Committee Members

1. President/Chairman

The elected President/Chairman has the following roles and responsibilities:

- a. To summon and preside over the Committee and any other meetings;
- b. To update and inform the members regarding the funds accumulated and used in the joint accounts on a yearly basis;
- c. To be a joint signatory to the Group's bank account;
- d. To summon committee member as and when required;
- e. To authorize Vice President/Chairman to officiate in his absence;
- f. To appraise Hon'ble Patron and HE Gangtey Trulku as and when required, and;
- g. To perform other duties that may be assigned by the Hon'ble Patron.



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2. Vice President/Chairperson

- a. To summon and preside over the Committee and any other meetings in absence of President/Chairman;
- b. Coordinate with the local functionaries and the Regional Coordinators;
- c. To be a joint signatory to the bank account of the group in absence of President/Chairperson;
- d. To coordinate with other committee members on developing proposals and explore other sources of funding on discussion during the committee meetings, and;
- e. To perform other duties that may be assigned by the president.

3. Finance Coordinator/Treasurer

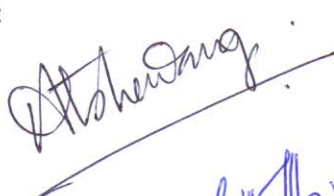
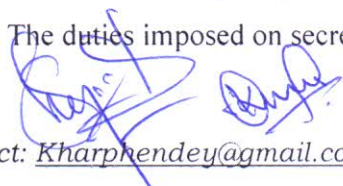
A treasurer must perform the following duties:

- a. Maintain a transparent joint account with the registered bank within Bhutan;
- b. Jointly sign withdrawal cheque of approved budget;
- c. Act as an in charge of the joint properties, if any;
- d. Maintain the records of any financial transactions occurred during the certain period of time;
- e. Report to the committee members and the Regional Coordinators regarding the financial status of the joint account on a periodic interval;
- f. Monitor on a quarterly basis whether the members have deposited the membership fees to the registered bank account and to report the same to the committee members and the Regional Coordinators;
- g. Inform the committee members and Regional Coordinators if any of the members have not deposited the contribution;
- h. Authorize one of the committee members during his/her absence to carry out necessary activities, and;
- i. Shall be accountable for any irregularities of fund collected from the members.

4. Member Secretary/Registrar

The duties imposed on secretary are:

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- a. Notify the committee and other members about the meeting as instructed by President/Chairman and Vice President/Chairman;
- b. Compile and distribute minutes of the meeting to the committee members and the Regional Coordinators;
- c. Maintain a Registrar of members and share the same with other committee members, and;
- d. To perform other duties that may be assigned by the president.

5. Member Representatives

- a. To attend the meeting as and when called upon by the President or the Vice President;
- b. To help in preparing the project proposals to explore other sources of funding;
- c. To help in disseminating the information to the Regional Coordinators and the members of the decisions of the committee members, and;
- d. To perform other duties that may be assigned by the president.

6. Regional Coordinators

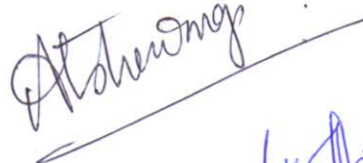
- a. To coordinate with the committee members in collecting the contributions from the respective regions;
- b. To inform all the members of the decisions of the committee meetings;
- c. To inform and coordinate registration of new members with the Member Secretary/Registrar;
- d. To explore other sources of fundings;
- e. To act as a bridge between committee members and the members.

Working Procedure

The Committee and the Group will adopt the following working procedures:

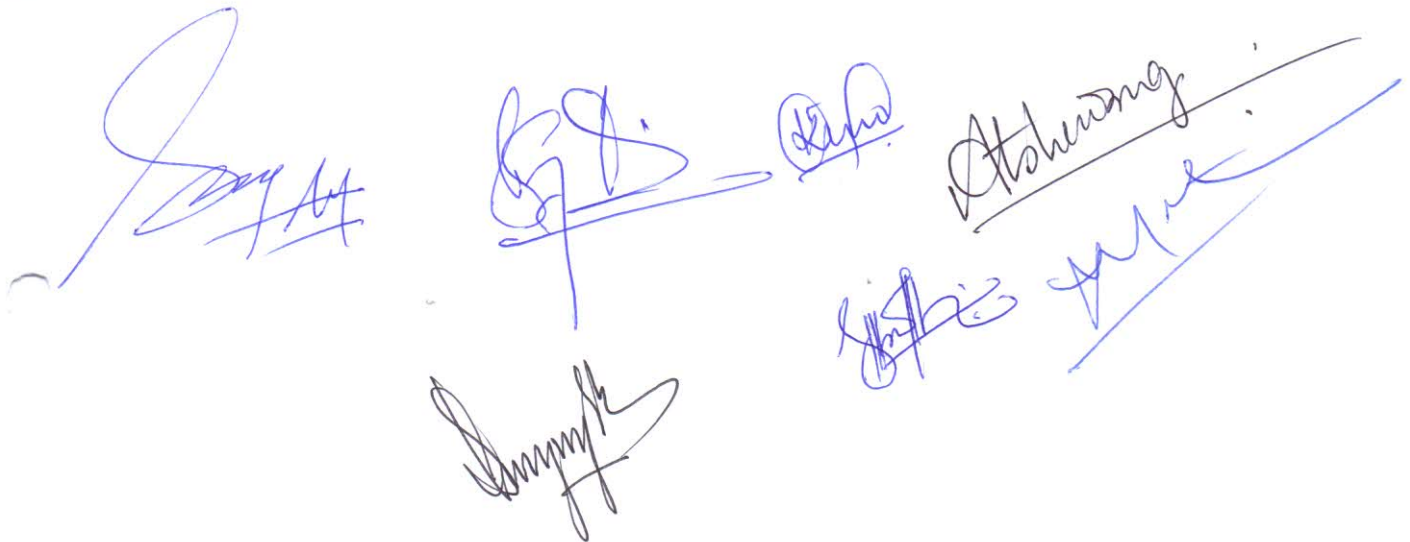
1. The President will preside over the joint meeting of the committee;
2. The President or Vice President will coordinate and lead the courtesy call to the Patron and HE Gangtey Trulku as and when required;
3. The implementation of any new projects through the collected fund will be discussed within the Committee and then discuss with all other members for endorsement through Regional Coordinators;

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4. Any financial related activities should be handled by the Finance Coordinator/ Treasurer with prior approval from the committee members;
5. All the members will be kept informed of any development activities within the Group;
6. Any information or the decisions will be communicated with the members through the respective Regional Coordinators;
7. Shopping or procurement of any goods and services shall be discussed within the Committee and then done by more than one Committee members unless discussed and approved by the committee;
8. Any payment or investment or the collected funds should be deliberated and approved by the committee before implementation/payment;
9. All the decision or the plan to be implemented or executed at the Goenpa/Shedra will be coordinated with the Goenpa Management Board.
10. Any decision in the committee will be based on the simple majority;

The term of the committee members and regional coordinators will be for the period of three years and can be re-elected by the members. However, the members can be changed before the term if he/she is not performing the duties or is not able to handle the responsibilities. No financial benefits will be given for being committee members or the regional coordinators.

The image shows several handwritten signatures in blue ink. There are approximately seven distinct signatures scattered across the lower half of the page. Some are written in a cursive style, while others are more stylized or blocky. The signatures are not clearly legible as they are not printed or typed.