

The Rosa Vera Fund

AGREEMENT FOR MANAGEMENT OF THE FUND

Updated & Approved by RVF Board of Directors on October 8, 2011

1) MISSION AND OBJECTIVES

The mission of the Rosa Vera Fund (RVF) is to facilitate medical, social and preventive interventions for children AND opportunities for health workers that would not have otherwise been possible. Specifically, (1) to promote the health and development of the infants, children, and adolescents under the attention of the Consejo de Salud Rural Andino de Montero (CSRAM)[Rural Andean Health Counsel, Montero Region], Santa Cruz, Bolivia; (2) provide training, stipends, and professional opportunities for Community Health Workers and personnel of CSRAM;

a. Medical Assistance for Special Pediatric Cases

- The RVF shall be utilized for special pediatric cases (infants, children, adolescents 0-21 years of age) that are generally lacking support due to high or prolonged costs, a high level of risk, uncertain prognosis, discrimination or lack of interest (of the family, society, health personnel, etc.). Cases commonly accepted include procedures and laboratory studies, specialist consults, physical/speech/rehabilitative therapy, purchases of equipment (examples: hearing aides, glasses, braces, etc.), surgeries, and support for chronic medical conditions. Under special circumstances, a beneficiary may continue in the program beyond twenty-one years of age and receive financial help for medical attention, education, and/or professional advancement.
- The RVF may provide assistance in cases that are acute, simple and/or short-term for children in an emergency or critical condition, such as a hospitalization, infectious treatment or malnutrition.
- The RVF may provide assistance for caregivers if a child will benefit directly from the offered service or treatment (examples: purchase of a stove/refrigerator in order to maintain a specific diet; treatment of an adult with tuberculosis if his/her child is in danger of being infected or suffering due to the adult's illness; nutrition for a malnourished mother who is not producing sufficient breast milk, a life-saving measure for a caregiver, etc.).
- The RVF may subsidize ancillary costs and community activities that promote the physical/mental health, education, and/or social development of the child. (examples: transportation, enrollment in school/institute, school-related expenses, housing, etc.)

b. Financial Assistance for the *Community Health Worker Program (CHWP)*

- The RVF shall subsidize the stipends and salaries/wages, technical training, materials and higher education of chosen CHWs according to institutional policy.
- The RVF may support the CHWP with financing for needed equipment (examples: uniforms, backpacks, transportation costs, computers, etc.)
- The RVF may continue subsidizing the formal education of CHW's that have already attained a professional career (example: a CHW that already graduated from a mid-level nursing program may request further assistance to study to become a registered nurse).
- The RVF and CSRAM can work with other organizations in order to advance its mission.

c. Financial, Technical, & Equipment Assistance

- The RVF may solicit financing and donations for CSRAM, or other institutions selected by and agreed upon by CSRAM and the RVF.

2) ADMINISTRATION

The fiscal year of the RVF is April 1st to March 31st.

a. Consejo de Salud Rural Andino Montero (CSRAM)

- The RVF shall function in collaboration with of CSRAM.
- The RVF and CSRAM will communicate on a regular basis via a mutually agreed upon schedule.
- The CSRAM shall be responsible for (i) identification of medical/social cases that are of are aligned with the mission of the RVF, (ii) complete the necessary recommendations and obligations in each case, (iii) supervise the progress of each case.
- The CSRAM shall be responsible for (i) identification of Community Health Workers; (ii) all of their appropriate training, and (iii) supervision for the completion of their assigned obligations.
- Contingency funds are to be utilized in the accordance of the mission of previously approved budget areas. Exceptions may be requested from CSRAM upon approval of the board.
- The CSRAM shall document in detail RVF associated activities and transactions in an agreed upon format. The following reports must be provided:
 - ***Progress Reports*** of all RVF pediatric beneficiaries detailing (i) clinical histories, (ii) clinical/educational progress, and (iii) social conditions.

Four Progress Reports per year shall be completed by the following dates:

- July 15 (including the months of April, May & June)
 - October 15 (including the months of July, August & September)
 - January 15 (including the months of October, November & December)
 - April 15 (including the months of January, February & March)
- **Financial Reports** detailing (i) all costs and interventions of pediatric beneficiaries, (ii) incentive and salary/wage payments to health workers, (iii) scholarship costs.

Four Financial Reports per year shall be completed by the following dates:

- El 15 de julio (abarcando los meses de abril, mayo y junio)
 - El 15 de octubre (abarcando los meses de julio, agosto y septiembre)
 - El 15 de enero (abarcando los meses de octubre, noviembre y diciembre)
 - El 15 de abril (abarcando los meses de enero, febrero y marzo)
- Restricted Funds, including the (i) Scholarship Program and ii) Therapy Center/School shall be administrated by CSRAM according to their own agreements.
 - The RVF may support mutually agreed upon costs associated with administration of the fund (ex. personnel).

c. Rosa Vera Fund

- The RVF will function under the supervision of a board of directors that is governed by its most recent bylaws.
- The RVF shall solicit financial resources for RVF programs and projects.

Dispersements from RVF to CSRAM shall occur per the following schedule (or 14 days after the above listed Financial Reports from CSRAM are received):

- April 24th
 - July 24th
 - October 24th
 - January 24th
- The RVF shall inform and educate benefactors of the RVF about the strategy and use of the donations.

- The RVF shall ensure a third-party audit in Bolivia is conducted on all RVF funds annually.
- The RVF shall grow a board-designated fund that allows for flexibility and restricted use simultaneously. Interest from this fund may be utilized for administrative costs of the RVF.
- The RVF may at its own discretion cover expenses of RVF volunteers.

3) DISTRIBUTION OF FINANCIAL RESOURCES

- RVF financial resources shall be distributed according to a budget approved by both the CSRAM and RVF.
- Program funds shall be administered in separate accounting records.
- Within the accordance of this agreement, CSRAM is authorized to decide the specific use of the RVF's financial resources.

Dr. Jonathan Lee-Melk

Date

Chief Executive Officer, Rosa Vera Fund

Dr. Dardo Chávez Soletto

Date

Executive Regional Director, Rural Andean Health Counsel