



## RESPONSIBILITIES OF THE CPC CHAIR AND CO-CHAIR (S)

The CPC Chair is a member of the IWAG Board.  
She is elected for one year, starting immediate after the IWAG General Elections on May.  
She can serve maximum 3 consecutive years.

### I. RESPONSIBILITIES:

1. The Chair and Co-Chair of the CPC shall **represent the CPC** and **report** on its activities and current projects at the monthly and annual General Meetings as well as at the meetings with the Board of IWAG.
2. The Chair and Co-Chairs of the CPC shall be familiar with the Constitution of IWAG and follow the Guidelines and regulations of the CPC.
3. The Chair and Co-Chair shall coordinate **all activities of the CPC**:
  - 3.1 To **Prepare the annual project planning**  
(Application period: 15 September – 1 March)
  - 3.2 To collect all project proposals,
  - 3.3 To assign CPC members to **do necessary investigation** to determine and evaluate the focus-project together with all other projects,
  - 3.4 To **contact with applicants** and beneficiaries and demand more documents, organize site visits- if necessary;
  - 3.5 To **keep all necessary documents** to be properly completed, signed and collected from the related project partners and beneficiaries: (complete application forms, bank transfers, detailed NGO reports on grant expenditures, preliminary reports about the project from CPC side, monitoring- and final reports, handover documents;
  - 3.6 Organize and delegate **monitoring visits** for the previous and ongoing projects with the participation of at least two members of the CPC;
  - 3.7 To archive and store the originals of all CPC project documents at the IWAG office (Nana Dvali's office "Rentals", 46 Rustaveli Ave. / 37 Griboedov Str., 0108 Tbilisi)

- 3.8 To report the Board regularly at every board meeting and inform the membership about the **ongoing projects** twice a year at the general business meetings (GBMs)
- 3.9 To report on the **results of the projects** once they are completed both to the Board and to all members (GBMs)
4. The Chair and Co-chair shall thoroughly inform the Board about all CPC approved projects;
5. New projects over 2000 gel budget should be submitted to the Board for their approval before presenting at the GBM. (Board has right to ask further investigation, accept or reject the projects)
6. The Chair and Co-Chair shall send the Corresponding Secretary of the IWAG project proposals to be voted at the monthly GBM **at least a week prior to the date of the meeting** so that the proposals are distributed timely to the attention of the membership.
7. The Chair and Co-Chair shall organize and preside over the **CPC meetings**, which will be held at least once a month.
- 7.1 To determine the date, time and place of the meeting and create an agenda;
- 7.2 To distribute the Agenda to the CPC members;
- 7.3 To share the Minutes of the CPC meetings taken by the CPC secretary to CPC members and Board members;
- 7.4 To give information about the latest CPC balance and available funds to CPC members;
- 7.5 To invite two non-CPC members to the meetings when appropriate.
8. The Chair and Co-Chair shall ensure that each member of the CPC has to sign **the conflict of interest policy document**.
9. The Chair and Co-Chair shall prepare an **annual written list and report** covering all projects supported by the IWAG (to the attention of the IWAG bodies and the revenue service).
10. The Chair and Co-Chair shall be responsible for **regular Book keeping of the CPC funds** in cooperation with the treasurer of the IWAG.
11. The Chair and Co-Chair shall submit a written article to the **IWAG Newsletter**,
- 12. The Chair and Co-Chair shall keep up-dated information at the CPC section of the website.**