

The Rosa Vera Fund

AGREEMENT FOR MANAGEMENT OF THE FUND

Updated & Approved on May 25, 2009

1) MISSION AND OBJECTIVES

The mission of the Rosa Vera Fund (RVF) is (1) to promote the health and development of the infants, children, and adolescents under the attention of the Consejo de Salud Rural Andino in Montero (CSRAM)[Rural Andean Health Commission, Montero], Santa Cruz, Bolivia; y (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, or lack of interest. 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 adults if a child will benefit directly from the offered service (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 that is not producing sufficient breast milk, etc.).
- The RVF may subsidize costs associated with an intervention (examples: transportation, nutrition, the provision of a refrigerator in order to store special foods, etc.)
- The RVF may be utilized to support community activities that promote the physical health, education, and/or social development of the child. (examples: enrollment in school, school material, uniforms, etc.)

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

- The RVF shall subsidize the stipends, 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, 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).

c. Technical Assistance and Equipment for CSRAM

- The RVF may solicit financing and donations for CSRAM, or other institutions whose needs can be defined by CSRAM and/or 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 under the supervision of CSRAM, reflecting the philosophy and policies of CSRAM.
- The principal means of communication between the RVF and the CSRAM will be through electronic mail.
- The CSRAM shall be responsible for (i) identification of medical/social cases that are of interest to 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.
- 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.

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

- April 10th (detailing October through March)
- October 10th (detailing April through September)

- **Financial Reports** detailing (i) all costs and interventions of pediatric beneficiaries, (ii) incentive payments to Community Health Workers, (iii) scholarship costs.

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

- April 10th (detailing January, February, and March)
 - July 10th (detailing April, May, and June)
 - October 10th (detailing July, August, and September)
 - January 10th (detailing October, November, and December)
- Restricted Funds, including the (i) Scholarship Program and (ii) Bicycle Program shall be administrated by CSRAM according to their own agreements.
 - The CSRAM is responsible for all administrative costs that occur in Bolivia. Administrative costs will be documented as an in-kind contribution from CSRAM and no amount will be deducted from the RVF.

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.
- 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 is conducted on all RVF funds yearly.
- The RVF shall grow an investment/ contingency fund that allows for flexibility and restricted use simultaneously. Interest from this fund may be utilized for administrative costs of the RVF.
- The RVF shall ensure that no donations are utilized for administrative costs.

3) DISTRIBUTION OF FINANCIAL RESOURCES

- RVF financial resources shall be distributed according to a budget approved by both the CSRAM and FRV.
- Restricted funds shall be administered in separate accounts.
- Within the established norms, CSRAM is authorized to decide the specific use of the RVF's financial resources.