



# DISASTER ASSISTANCE PARTNERSHIPS to HOME ECONOMICS PROGRAMS in DEVELOPING COUNTRIES

## Proposed Guidelines and Procedures (Draft June 2013)

### Article I Official Umbrella Name

The name of the group internationally will be the “***Disaster Assistance Partnerships to Home Economics Programs in Developing Countries***” (IFHE Leadership Meeting 2013 decision) and may be referred to as Disaster Assistance Partnerships or **DAP**.

### Article II Mission and Purpose

The mission of DAP is to organise Home Economists around the world so that they can partner to assist in the recovery of Home Economics programs after destruction by natural disasters in developing countries. The assistance must be applied for from DAP by the destroyed program’s professionals.

The purpose of DAP is to establish and provide a network of Partnership members willing and able to assist Home Economics programs in developing countries (as determined by the World Bank to be Lower and Lower Middle Income countries) who apply for assistance from Disaster Assistance Partnerships to help reestablish their programs destroyed by natural disasters in their devastated area. Primarily, professionals in developing countries will collect and pack donated items requested and ship them as per established instructions to approved projects where they are needed. The intent is to assist in returning the program to a functional state when other assistance is not available. (DAP is NOT a relief organisation.)

## Article III Membership

*Membership status* in Disaster Assistance Partnerships requires the “entity” or individual to agree to be a partner and to actively support the efforts of DAP to the best of his/her ability. There is no membership fee to join.

### Categories of membership:

- *Organisational/affiliate groups* of related Home Economics/FCS professionals or other interested groups, including corporations (i.e: IHES; IFHE; IFHE Education and Training Programme Committee; AAFCS; AAFCS Global Perspectives Community; SCAFCS; Texas Tech University; SCFCCLA; Region of the Americas; IFHE-US; CAHE; Pacific Region; JSHE; Thailand; Pacific Region; Australia; New Zealand; as of June, 2013). Open to all groups, large or small; e.g., Regions, states, countries, colleges and universities, IFHE Programme or other Committees, even student or school groups wishing to help.
- *Individual* Home Economics/FCS professionals (Open to all individual professionals worldwide).

### Expectations of Members:

1. Promote and support the Disaster Assistance Partnerships efforts to the best of his/her/their ability, such as attend physical meetings or join on line when possible.
2. Receive and respond to emails as appropriate or request correspondence by regular mail from Coordinator.
3. Assist with raising funds for shipping costs. Fund raising by groups is optional but will help in the overall readiness for responding in a timely manner.
4. Assist to the greatest degree possible with designated Disaster Assistance Partnerships projects when requested, helping to collect and pack items requested for projects and other needs that may arise.
5. Send appropriate reports to the DAP Coordinator or Financial Officer as requested.
6. Members are encouraged to actively participate with suggestions for improving and sustaining the Disaster Assistance Partnerships Program.

***This is a true Partnership between Home Economics professionals worldwide and there is a place for everyone who has an interest in assisting other professionals. It can only work through cooperation.***

## Article IV Leadership

### Council of Advisers is the governing body:

1. The Council of Advisers will be composed of 20 member volunteers from around the world. They will sign up for 4 year terms that correspond to the IFHE Council Meeting calendar. They do not need to be IFHE Members to participate.
2. A rotation of staggered terms will be developed so members do not all change at once. Persons may continue to volunteer, if they would like, by signing up with the Coordinator.
3. Advisory Council members will attend as many meetings as possible being held around the world at various professional member meetings, such as IFHE, AAFCS, CAHE, JSHE, ARAHE, etc. where DAP is part of that groups work.
4. Much of the work will be done electronically but face to face meetings will be held at other organisational meetings as appropriate with those who are attending the meeting.
5. When disaster assistance is requested the Advisory Council will be instrumental in making contacts and carrying out efforts to assist. They will help activate the network of members (*This is why worldwide representation from all IFHE Regions is critical to success*).

### Leadership Team:

The international leadership of DAP will consist of a **Coordinator, Assistant Coordinator, Finance Officer and Recorder**. Organisations and other groups may designate their own leadership structure; however, guidelines of the Umbrella DAP must be followed.

**The DAP Coordinator** (or Director) will coordinate the Disaster Assistance Partnerships Program.

- Duties will be to lead the Advisory Council and to keep the Advisory Council and members informed by electronics and/or conference call means.
- The Coordinator will receive applications for assistance, send them to the Advisory Council for review and input for decisions about assistance. Once assistance has been authorized by the Council, efforts will be coordinated, as much as possible, electronically.

**The Assistant Coordinator** (AC) role will be to assist the Coordinator as needed but especially when an assistance project is underway. The AC will take over the Coordinator role when the Coordinator is unable and may call on the assistance of other Council or DAP members as needed.

**The Finance Officer** will keep track of all DAP funds, their location and the available amount for assistance use. Each group that has a separate funds account will report balances in a timely manner, but no less than once a year (IFHE-US, CAHE, Australia, etc.).

**The Recorder** will take minutes at each meeting. If the designated recorder cannot attend the meeting, another person will be appointed by the DAP Coordinator to fulfill this responsibility.

## **Article V Operational Procedures**

**The Advisory Council and Leadership Team will be the decision making body.** This body has the authority to ask the general membership for whatever help is needed at all levels. If a vote is taken by the Advisory Council, a majority of those responding will be considered a quorum and the majority vote carries. If the Advisory Council agrees that the total membership needs to vote on something (e.g., ratifying guidelines or major changes to the structure or operation) voting will be done electronically and a majority of responses will carry the vote.

**Each Partner group** will develop their own DAP structure based on their needs. A Coordinator, who will be the contact point for the group to the Umbrella DAP, is to be designated. The name and contact information for this person must be sent to the DAP Coordinator in a timely manner. Individual DAP members are encouraged to join or organize groups that join as DA Partnership groups. If a country, state or other group does not belong, encouragement to join will be given. DAP efforts should actively be promoted. Building an effective network is key to the success of DAP.

- Organisations and groups may name their DAP Fund account as they choose (e.g., CAHE: “The Jean Edwards Disaster Assistance Fund for Disaster Assistance Partnerships”). If a fund raising effort is undertaken, such as a “product sales table at a meeting,” money raised must be kept in a designated account of a not-for-profit group associated with the DAP. Careful records must be kept and a copy forwarded to the Umbrella DAP Coordinator and Finance Officer. If the person responsible for the group’s funds is not their Coordinator, he/she must keep their group coordinator informed. All money raised needs to be responsibly accounted for. If there is no reason to keep the money raised within the organisation or they are not a not-for-profit group, it should be sent to the IFHE-US DAP Umbrella Fund set aside within IFHE-US (Send to IFHE-US Director of Finance).



Money also could be sent to one of the other existing designated funds located in Australia or in CAHE or to other groups as they become established. All money must be reported and accounted for at all levels.

- When Disaster Assistance is needed for a Home Economics program to recover, someone on location must complete an application (available online on our website or requested from the DAP Coordinator). It is possible someone in another country that knows about DAP will know a person in the area of the devastation and they can make contact to see what the needs are and offer them this route to apply for assistance, too (Web domain will be “ Disaster AssistancePartners.org “ - Subscription is approved for 5 years).
- Home Economics Professionals nearest to the disaster will be contacted first to determine if enough assistance can be sent from the shortest distance to the area affected, reducing shipping costs. If more help is needed the network will be expanded as far as necessary to try to get the items donated. Shipping costs will come from the funds raised and, at that point, it may be necessary to ask for more monetary donations to get the goods to the designated area. It is important to work with shippers who give charitable organisations a discount on shipping costs.
- There may be times when a professional(s) is needed to visit the site. Each request will need to be evaluated as it presents itself, but DAP will not have sufficient funds to totally support such a need.
- All projects assisted must provide: (1) a summary report, (2) an evaluation, and (3) pictures for project documentation. These items must be submitted within 6 months and at 1 year after receipt of the assistance. Any additional correspondence or requests from DAP need to be answered in a timely manner.
- A web presence is being developed. The domain name is “ DisasterAssistancePartners.org “. A web design will be created by member Roy BALLAM, Chair of the Education and Training Programme Committee of IFHE and others have volunteered to help. Information will be forthcoming. This link is important to get the word out about DAP.

***All work being done by the Disaster Assistance Partnerships is formally being done through professional membership organisations that are already not-for-profit organisations. Therefore, we are not seeking separate not-for-profit status at this time. The true partnership concept is crucial to this effort and we do NOT seek an independent organisation. This is a very important “experimental effort” in cooperation for the good of our Home Economics profession and ultimately, the people of the world. DAP helps meet a UN Millennium Goal for Increased Partnerships globally.***

## **Article VII**

### **Areas for Further Development of the DAP**

DAP is an evolving organisation and needs to consider many options further. Such areas are:

- a. To continue to fill AC positions (immediately).
- b. To develop AC term rotation plan (immediately).
- c. To develop the Project Application Form (immediately).
- d. To develop an MOU for DAP Project Grants (needed soon).
- e. To set parameters for the term “natural disaster” (needed immediately or soon).
- f. To developing funding capacity with for-profit entities, particularly if money is needed to buy things that cannot be donated or that a company might donate (long term).
- g. To develop a “Disaster Assistance Tool Kit” that would be useful in rebuilding Home Economics programs. Members could build kits and have them on hand (Intermediate).
- h. To increase formal DAP representation from each Region of IFHE, each state association, national association or country association and organisations of Home Economists/FCS professionals around the world (Quickly but continually).
- i. To present programs at meetings by other DAP members (immediately).

## **Article VIII**

### **Umbrella “Disaster Assistance Partnerships for Home Economics Programs in Developing Countries” Dissolution provisions**

Should it be necessary to dissolve the Umbrella DAP for some reason, it is hoped that groups organised will continue to function locally to the best of their ability in disaster situations. The Advisory Council will need to decide how to fairly use remaining funds, which will likely be minimal because revenue generation is not the focus of DAP, other than as needed to carry out Assistance Projects.