

Project Circle Monitoring Sub-Committee (PCMS)

Aim

The aim of the Project Circle Monitoring Sub-Committee (PCMS) is to organise, co-ordinate and report on the work of the Project Circles. It also follows up on the projects presented to the group and reports to GW on whether the project has met its objectives and if GW has met their needs, as well as identifying any potential new needs.

In addition to ensuring well functioning project circles and the achievement of the projects' own objectives, the PCMS fosters continuous learning amongst GW members through maintaining a database of competencies and best practices, and ensuring that training sessions are offered to all GW members depending on the needs identified.

Role

The PCMS ensures that each project has one or more coordinators who will lead a Project Circle (PC) working to support the project as per the requests specified during the presentation (e.g. technical support, fundraising strategies, etc.). The project circle will also follow up on the activities of the project and verify that the project has met its objectives. The PCMS establishes an on-boarding process to support new PC coordinators and provides them with guidelines streamlining best practices.

The PC coordinators report back to the PCMS on progress made to support the projects each 6 months. They ensure on-going documentation via Dropbox. They encourage GW members to report on how they have supported the projects, including providing information to be shared with GW members through the newsletter.

PCMS members are invited to participate in the PC (but not in a leading capacity).

PCMS proposes periodic and personal meetings to PC leaders as well as relevant training to GW members, in order to enhance skill building within the organisation.

PCMS Governance

The PCMS is constituted by its head, and by members of Giving Women who are interested in taking part in it. Giving Women Chapters outside Geneva appoint one member to represent their respective chapter within PCMS. The Executive Committee appoints the head of the sub-committee. Giving Women Terms of Reference constitute the overarching governance principles.

Reporting

The head of the PCMS reports to the Executive Committee of Giving Women on a quarterly basis and prepares an annual report for the Annual General Assembly.

Meetings

The PCMS meets at least four times a year.