

## TERMS OF REFERENCE

POSITION: BOARD MEMBER FOR MICRO FINANCE UNIT – WORLD VISION VIETNAM

### I. **Background**

Established in 2006, Micro Finance (MF) is a separate Program of World Vision Vietnam (WVV) specializing in providing sufficient micro finance services for the poor, low-income households within and around WVV target areas.

MF program's mission is to foster improvement in the quality of life among the clients in Vietnam by assisting the economically active poor and graduating the moderate and poorest of the poor into entrepreneurial skills. This will be accomplished through a sustainable MF program that provides access to loans, insurance and savings within WVV's project areas. All aspects of the services that MF program delivers are built to lead the development of appropriate models, capacities and systems for Micro enterprise development in Vietnam, resulting in sustainable economic development as part of WVI transformational development ministry throughout communities.

Currently the MFU board is constituted of 7 members who have diverse experience, qualifications and backgrounds. All Board members are representatives from WVV Senior Leadership Team and Vision Fund International. We are now in the process to bring in new external Board members to make valuable contribution, taking into account the diversity requirements of the board

### II. **Purpose of Position:**

The incumbent will serve as an external Board member who provides strategic advice and governance to the MFU Management team

### III. **Scopes of work**

On an individual level, MFU board member is expected to perform following main tasks:

- i. Understand and uphold the policies of MFU, policies of VisionFund International including the governance policy of Microfinance Institutions and the Vision, Mission and values of World Vision International;
- ii. Act with required care and diligence; making reasonable enquiries to ensure MFU is operating efficiently, effectively, appropriately and legally in achieving objectives and goals;
- iii. Read material sent in Board pack in advance and prepare for Board meetings<sup>1</sup>

---

<sup>1</sup> Reading packages shall be sent to Board 2 weeks in advance

- iv. Attend Board meetings<sup>2</sup> and participate in discussion and decisions contributing their skills and business experience to the benefit of the institution. While it is recognized that board attendance may be by virtual means (Skype/teleconference), it is expected that a board member must attend at least 50% of the board meetings in person;
- v. Serve on Board committees as needed;
- vi. Respect the privacy and confidentiality of information obtained in the course of their participation as a board member, and refrain from sharing information that refers to staff members or members of the management group to any group or individual outside the organization;

IV. **Required skills and experiences:**

Board members shall be required to meet the following criteria:

- i. Respect and subscribe to the Christian values and practices;
- ii. Have a heart for the poor and demonstrate willingness to be committed to the Ministry of World Vision;
- iii. Have good reputation in the country, with regard to character, competence and credit worthiness;
- iv. Understand the operations/ practices of Microfinance sector in local context and familiar with the regulations/ legal framework of Vietnam Government on related issues.
- v. Possess the professional qualifications in Economics, Business Administration and Banking or Microfinance
- vi. Have experiences in governance, networking and relationships with potential donors, stakeholders is preferred

This TOR is agreed by:

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

<sup>2</sup>The Board meets four times in a year; by virtually (via Zoom or Skype) or face to face