

## Griffith University Foundation Board Policy

<b>Approving authority</b>	University Council
<b>Approval date</b>	3 April 2017 (1/2017 meeting)
<b>Description</b>	The policy sets out the governance arrangements in respect of the University's fundraising activities.
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<b>TRIM document</b>	2017/0000268
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Griffith%20University%20Foundation%20Policy.pdf">http://policies.griffith.edu.au/pdf/Griffith University Foundation Policy.pdf</a>
<b>Related documents</b>	
Nil	
<a href="#">[Purpose of Foundation]</a> <a href="#">[Board]</a> <a href="#">[Consideration of Projects]</a> <a href="#">[Support for the Board]</a> <a href="#">[Reports]</a>	

### 1. PURPOSE OF GRIFFITH UNIVERSITY FOUNDATION BOARD

The Griffith University Foundation Board is the overarching advisory body for University fundraising activities.

### 2. BOARD

The Griffith University Foundation Board is responsible for overseeing fundraising activities and providing advice on University fundraising initiatives in support of the research, learning and teaching programs of the University.

#### MEMBERSHIP

##### *Ex officio* membership

- the Chancellor
- the Vice Chancellor
- the Deputy Vice Chancellor (Engagement)
- the Director, Development and Alumni

The Chairperson of the Board will be appointed by the Chancellor on the recommendation of the Vice Chancellor (this provision does not preclude the Chancellor from being Chairperson).

The following members will be appointed by the Council on the recommendation of the Vice Chancellor:

- at least five people external to the University who are eminently connected with the community and willing to use their experience and influence to raise funds for the University.
  - The external appointees may include external members of the University Council.
  - The external appointees will represent the interests of the Academic Groups and the interests of the University overall.

The University Council may appoint one of the external members as Deputy Chairperson.

Members will be appointed for a three-year term and will be eligible for a second term.

The Board will meet at least three times a year and on other occasions as it sees fit.

Members will be required to attend at least two meetings each year.

The Chairperson and Vice Chancellor may act executively between meetings where they consider that urgent action is required.

The functions of the Board are to:

- Review and provide advice on fundraising plans and fundraising projects;
- Provide ideas and strategic advice on prospective donor relationships and trust and foundation applications;
- Act as key contacts with donors;
- Assist in stewarding existing donors and potential donors;
- Review and provide advice on the proposed calendar of fundraising events for each year.

### **3. CONSIDERATION OF PROJECTS**

In order to ensure a strategic approach to fundraising and the coordination of activity in this area, all proposals for major fundraising projects (\$100,000 or greater) will be submitted to the Foundation Board by the Vice Chancellor after seeking advice within the University.

Prior to adopting a project the Board may ask the University to provide a consultant's report on the feasibility of the proposed fundraising project.

Where appropriate, the Board may establish a taskforce to manage the fundraising activities for a particular project of an Academic Group, Research Centre/Institute, or key researcher. The composition and role of the taskforce will be as follows:

- the Board will have the responsibility for appointing the members of a taskforce and its Chairperson;
- the Board will be represented on each taskforce;
- a taskforce Chairperson will be enlisted from the community because of their interest in the topic of fundraising, their connections to potential taskforce members, their willingness to solicit support from others, and their ability to represent the University in an ethical manner.
  - The taskforce Chairperson may be an external member of the Board.
  - The taskforce Chairperson will be invited to attend Board meetings when the fundraising activities for a particular project of an Academic Group, Research Centre/Institute, or key researcher is under consideration.
- a taskforce will decide how often it will meet;
- a taskforce will prepare a report for the Board at each meeting and report on its progress in raising funds for the particular project of an Academic Group, Research Centre/Institute, or key researcher for which it is responsible;
- a taskforce for a particular project will be disbanded once it has raised its target of funds or sooner if the Board so decides.

### **4. SUPPORT FOR THE BOARD**

The Development and Alumni Office will appoint a secretary to the Board.

Logistical support for the work of the Board and its taskforces will be provided through the Development and Alumni Office.

### **5. REPORTS**

The Board will provide a quarterly financial report to the Finance, Resources and Risk Committee of its activities during the preceding quarter of each calendar year.

The Board will provide an annual report to University Council through the Finance, Resources and Risk Committee.