

La Trobe University
COUNCIL

Foundation Committee

Establishment

Established by the authority of Council on 10 December 2013

Membership

Composition	Member	Appointment status
A Up to four Council members (including the Chair)	Deb Radford (Chair) Hon John Brumby AO Alexandra Gartmann Paul Hardy	Appointed Appointed Appointed Appointed
B Up to three external members appointed by Council	Clare Pullar	Appointed
C Vice-Chancellor	Professor Theo Farrell	Ex-Officio
D Chief Financial Officer	Jodie Banfield	Ex-Officio
E Chief of Staff, Office of the Vice-Chancellor	Katie Phillis	Ex-Officio
F Chief Advancement Officer	Margo Powell	Ex-Officio

Role / Terms of reference

Terms of reference

1. Monitor, review and report to Council on the progress of the University's Advancement function, in particular fundraising Campaigns and volunteer leadership.
2. Review the fundraising strategy as developed by the Alumni & Advancement Office to support the University's strategic fundraising objectives.
3. Work with the Finance and Resources Committee to monitor and review the management of performance of the University's philanthropic funds investment. Monitor the University's approach in relation to reporting back to donors on the accountability and transparency of their gift.
4. Provide oversight on policies and procedures for gifting and gift acceptance to ensure compliance and best practice and to recommend to Council the approval of such policies and procedures.

Reporting

To report to Council after each meeting

Indemnity

The Foundation Committee is a committee constituted by Council. Foundation Committee members receive indemnity provided for in section 19 of the University Act.

Presiding Member

The Chair of the Foundation Committee will chair each meeting of the Foundation Committee.

If the Chair is absent from a meeting or unwilling or unable to act, persons present and eligible to vote at the meeting will appoint one of their number to the Chair.

Quorum

The Chair (or acting Chair) and at least two members.

Frequency of meetings

The Foundation Committee may decide all matters regarding its procedures for calling and holding meetings. Meetings of the Foundation Committee shall be held as frequently as necessary to transact the business of the Board but shall not meet less than three times per year.

Questions arising at any meeting must be determined by a majority of votes of the Foundation Committee Members present and voting. In the case of an equality of votes, the chairperson may have a casting vote.

List of any sub-committees

None

Secretariat

Alumni & Advancement Office

Contact person and phone / email

Alisia Romanin

Director Campaign

Tel: 0419 938 928 Email: foundation-committee@latrobe.edu.au