

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 three Council members (including the Chair)	Ms Deb Radford (Chair) Hon John Brumby AO Mr Adam Furphy	Appointed Appointed Appointed
B Up to three external members appointed by Council	Ms Clare Pullar	Appointed
C Vice-Chancellor	Professor John Dewar	Ex-Officio
D Chief Finance and Operations Officer	Mr Mark Smith	Ex-Officio
E Head of Office, Office of the Vice-Chancellor	Ms Katie Phillis	Ex-Officio
F Director, Alumni and Advancement	Mr Stephen May	Ex-Officio

Role / Terms of reference

Terms of reference

1. To advise on the development of a fundraising strategy to support the University's strategic objectives.
2. To monitor and report to Council on the progress of the Campaign Cabinet.
3. To advise on disbursement of income derived from Foundation funds.
4. To advise whether any donation or part thereof should be retained in the form as donated or be sold.
5. To advise the University on best practice in relation to accountability and transparency back to donors.
6. To provide oversight on the policies and procedures for gifting.

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

Governance Services

Contact person and phone / email

Louise Saw

Governance and Policy Services

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