

La Trobe University  
**COUNCIL**

**Foundation Committee**

**Establishment**

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Established by the authority of Council

**Membership**

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Composition	Member	Appointment status
<b>A</b> Up to three Council members (including the Chair)	Adrienne E Clarke AC	26.2.2017
	Ms Deb Radford (Chair)	31.12.2016
<b>B</b> Up to three external members appointed by Council	Ms Marnie Baker Mr Simon Herd Other member to be confirmed	Appointed to 31.12.2015 Appointed to 31.12.2015
<b>C</b> Vice-Chancellor	Professor John Dewar	Ex-Officio
<b>D</b> Chief Financial Officer	Mr Gary Seach	Ex-Officio
<b>E</b> Chief of Staff	Mr Leon Morris	Ex-Officio
<b>F</b> Director, Alumni and Advancement	Dr Alan Watkinson	Ex-Officio

**Role / Terms of reference**

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**Terms of reference**

1. To advice on the development of a fundraising strategy to support the University's strategic objectives.
2. To recommend to the Investment Portfolio Sub-Committee an external funds manager to establish and review the investment strategy for funds overseen by the Foundation, subject to Council approval.
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 submit an annual report to the Finance and Resources Committee for Council approval detailing the total funds held, additional funds raised, earnings on all funds and disbursements.

7. To advise Council on the timing of a transition to a separately incorporated Foundation and the steps/issues involved.
8. 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. The indemnity will be reviewed annually and a copy provided to all Committee members.

### **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**

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Nicole Knight

Governance Services

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**Prior approval references:** (Minute ref. 282.2.1, 236.3.9, CEC min ref 288.2.3; Council Minute 335.3.2 of C01/73(M) - 3.12.01; C02/13, 27.2.02; CEC 15.5.02; CE02/70, 7.8.02; CEC Min. 260.3.37, 21.5.03; C03/74(M) – 2.12.03; CEC 18.2.04; CEC CE05/07-16.02.05, Minute 268.3.2; FRC06/183(M), Minute 77.8.2: 14.08.06; CEC05/02/07); Council Minute 384.7.2 of C08/85(M) – 6.10.08; C 04.05.09; C09/150, 14.12.09, Minute 395.12; C13.02.10; C11.10.10, Minute 403.17.1; Council Meeting 20 June 2011, Minute 408.8, FRC Mtg #129-FRC12/01(M), 129.8; Council Meeting, 22 April 2012, Minute 416.7; Council Meeting, 7 October 2012, Minute 422.7; FRC Meeting 29 October 2012, Minute 135.17; FRC Meeting 25 February 2013, Minute 137.15.2; FRC Meeting 5 March 2014, Minute 146.13.