

## Terms of Reference

### 1. Preamble

The Advancement Committee is established with the terms of reference as set out below and is also subject to the provisions of University Statutes, Regulations, Policies and Procedures.

### 2. Purpose

The purpose of the Committee is to support Federation University Australia in its philanthropic and fundraising ambitions and activities.

### 3. Composition and Membership

- Deputy Vice-Chancellor Engagement or nominee (Chair)
- Chief Financial Officer or nominee
- Head of Campus (Ballarat)
- Head of Campus (Gippsland)
- Head of Campus (Wimmera)
- Director, Marketing Advancement and Community Engagement
- Alumni / Foundation Officer
- Two Council representatives
- Two community representatives

The Committee may co-opt members from time to time for a specified period and purpose.

The Chair of the Committee is the Deputy Vice-Chancellor Engagement, unless otherwise stated by the Vice-Chancellor.

### 4. Meetings and Quorum

The Committee shall meet a minimum of four (4) times per year.

Meetings shall be conducted in accordance with Statute 1.3 – Meetings.

### 5. Objectives

- 5.1. To protect the integrity of the University's mission in its philanthropic activities both in terms of risk to the reputation of the University and in relation to ethical matters, and to advise the Vice-Chancellor and Council on the gifts and donations to be accepted, in line with the University's Donation Policy.
- 5.2. To oversee the development of an Advancement Strategy and monitor its progress against the relevant plans and campaigns. The Advancement Strategy will be created in the context of the University's Strategic Plan and will be presented to the Vice-Chancellor for approval.
- 5.3. To increase the resources of the University, by fundraising, securing gifts, grants, bequests or other contributions to the University; to assist in the promotion of the objects of the University through scholarships and other assistance to students.
- 5.4. To ensure that all fundraising activity is co-ordinated and prioritised and that the University's fundraising messages are presented effectively and consistently to the right audiences both internally and externally.

- 5.5. To reinforce the personal responsibility of members of the University community including Senior Executive and Council Members who will actively promote the fundraising messages within the University.
- 5.6. To recommend to the Vice-Chancellor the expenditure of funds of the University Foundation, noting the intention that not less than 80% of the earned income from the philanthropic investments be applied annually for the purposes of the University.
- 5.7. To ensure the preparation of an annual report and consolidated financial statements, detailing the Committee's strategy for achieving its objectives, its progress, and its financial performance.
- 5.8. To work closely with the Advancement Unit in the Engagement Portfolio and receive regular updates on its work.
- 5.9. In addition to these objectives, the Committee may determine its own procedures and establish its own ad hoc committees and working parties as necessary.

## 6. Reporting

The minutes of each Committee meeting are to be circulated to the Vice-Chancellor. The Committee prepares for the Vice-Chancellor an annual report summarising the activity for the year and progress with the strategy.

The University Council is a key stakeholder for the work of the Committee and its advancement activity. The Committee will provide regular reports to the Council through the Vice-Chancellor.

Approved by Council 6 September, 2016