PURPOSE OF FOUNDATION

1. The Griffith University Foundation Board is a fund-raising body for University purposes.

BOARD

2. The Griffith University Foundation Board is responsible for overseeing fundraising activities.

3. The Board of the Foundation will be appointed by the Council on the recommendation of the Vice Chancellor. The membership will comprise:
   3.1 a Chairperson (who is not an employee of the University)
   3.2 the Vice Chancellor ex officio
   3.3 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, and may include external members of the Council of the University.

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

5. Members will be appointed for two-year terms and be eligible for re-appointment.

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

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

CONSIDERATION OF PROJECTS

8. In order to ensure a strategic approach to fundraising and the coordination of activity in this area, all proposals for fundraising projects will be submitted to the Foundation Board by the Vice Chancellor after seeking advice within the University.

9. 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.

10. Where appropriate, the Board may establish a taskforce to manage the fundraising activity for a particular project. The composition and role of the taskforce will be as follows:
   10.1 the Board will have the responsibility for appointing the members of a taskforce and its Chairperson;
   10.2 the Board will be represented on each taskforce;
   10.3 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 will be invited to attend Board meetings when the project is under consideration;
   10.4 a taskforce will decide how often it will meet;
   10.5 a taskforce will prepare a report for the Board at each meeting and report on its progress in raising funds for the project for which it is responsible;
   10.6 a taskforce will be disbanded once it has raised its target of funds or sooner if the Board so decides.
SUPPORT FOR THE BOARD

11 The Pro Vice Chancellor (Administration) will appoint a secretary to the Board.

12 Logistical support for the work of the Board and its taskforces will be provided through the Office of External Relations.

REPORTS

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

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