Giving Advisory Committee Terms of Reference

Section 1 - Establishment

(1) The Giving Advisory Committee is established to govern the University's solicitation, acceptance and stewardship of donations and gifts in accordance with the University's values. The Giving Advisory Committee reports directly to the Vice-Chancellor.

Section 2 - Functions and Responsibilities

(2) The Giving Advisory Committee will:

a. advise the Vice-Chancellor and the Deputy Vice-Chancellor Research and Community Connection on an Annual Giving Strategy appropriate for gift solicitation, acceptance and stewardship;
b. advise on the reallocation of major donations (greater than $50,000 in value) and ensure donor wishes are honoured in the case of a donation or gift being reallocated so far as is practicable, in accordance with the Donations and Gifts Acceptance Policy;
c. review concerns which are raised about a donation or gift that has already been accepted and advise the Deputy Vice-Chancellor Research and Community Connection on whether to retain, return, or reallocate the donation or gift;
d. receive notifications about significant donor complaints, monitor the University's response, and, where requested by the Deputy Vice-Chancellor Research and Community Connection, provide advice on a response; and
e. receive reports on fund balances and the investment performance of philanthropic funds annually.

(3) Where a trust deed allows, the Giving Advisory Committee will serve as any separate committees referred to in that trust deed.

(4) The Giving Advisory Committee may also be directed by the Vice-Chancellor to consider proposals for projects or programs that could be mobilised for fundraising.

Section 3 - Membership

(5) Membership of the Giving Advisory Committee will comprise:

a. Deputy Vice-Chancellor Research and Community Connection (Chair) (ex-officio);
b. Provost (ex-officio);
c. Pro Vice-Chancellor CDU TAFE (ex-officio);
d. Associate Director Alumni and Giving (ex-officio); and
e. At least one and no more than three external member(s) with a strong connection to the University as appointed by the Vice-Chancellor.

Acting in Ex-Officio Roles

(6) Persons acting in the capacity of an ex-officio member of the Giving Advisory Committee will hold the rights and privileges of the ex-officio position for the duration of their acting appointment.

(7) Ex-officio members may nominate a representative where they are unable to attend a meeting.

Members' Attendance

(8) Attendance by members will be monitored by the secretary. If a member is absent for two consecutive Giving Advisory Committee meetings, the Chair will discuss their future participation as a member of the committee with the Vice-Chancellor.

Observers

(9) The Operations Manager Alumni and Giving will be a permanent observer of the Giving Advisory Committee.

(10) The Chair may invite other observers to attend meetings or specific agenda items.

(11) Observers have rights of audience and debate at meetings but may not vote on resolutions of the Giving Advisory Committee.

Section 4 - Chair

(12) The Deputy Vice-Chancellor Research and Community Connection will be Chair of the Giving Advisory Committee.

(13) If the Chair is unavailable without prior notice, another member will stand in as Chair.

Section 5 - Secretary

(14) The Operations Manager Alumni and Giving (or nominee) will act as secretary to the Giving Advisory Committee.

Section 6 - Terms of Office

(15) Giving Advisory Committee members, other than ex-officio members, will hold office for up to two (2) years from the date of election or appointment.

(16) A member may be appointed to additional consecutive terms.

(17) An elected or appointed member vacates their office if they are absent, without apology, from two consecutive meetings of the committee.

(18) An elected or appointed member may resign from their position by notifying the secretary in writing.

(19) Ex officio members are members of the committee for the duration of appointment to their position.

Section 7 - Quorum

(20) At a meeting of the Giving Advisory Committee quorum is constituted as 50% plus one members of the Giving Advisory Committee.

Section 8 - Meetings

(21) The Giving Advisory Committee will meet at least two (2) times per year, and the Chair may call additional meetings if necessary.

(22) Matters requiring a resolution or recommendation by the Committee are to be determined by simple majority. In the event of a tied vote the Chair will have a casting vote.

Member conduct

(23) Professional conduct of members is expected at all times. The Chair may call members to order as required.

(24) As required, members must treat items of discussion with confidentiality.

Section 9 - Agenda

(25) The agenda will be distributed with supporting documentation normally at least seven (7) days prior to the meeting date.

Section 10 - Out of session approval

(26) Urgent matters requiring a resolution prior to the next scheduled meeting, or before an additional meeting can be called, may be addressed by a circular resolution sent to members via email out of session.

(27) Any circular resolutions will be reported in the next meeting's minutes and reported to the Vice-Chancellor.

(28) Circular resolutions should be used infrequently and only for matters that are urgent and do not require lengthy discussion by committee members. If a lengthy discussion is required to support the decision, an Giving Advisory Committees meeting should be convened.

Section 11 - Minutes

(29) Meeting minutes and action items will be made available within two weeks of the meeting.

(30) The minutes will detail the item under discussion, the main points of the discussion, the resolution reached and the primary reasons for reaching that determination.

Section 12 - Reporting

(31) The minutes and action items from the Giving Advisory Committee will be provided to the Vice-Chancellor.

(32) Information relating to matters under consideration and issues resolved will be disseminated to the University where appropriate.

Section 13 - Conflicts of Interest

(33) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to recuse themselves from the discussion, or the room, if required, and as per the terms of the Conflicts of Interest Policy and the Conflicts of

Interest Procedure.

(34) Members and observers who are donors to the University must recuse themselves from items relating specifically to their donation. Members and observers employed by the University and who are donors must also make a declaration via the Conflict of Interest eform.

Section 14 - Non-compliance

(35) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct – Students.

(36) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(37) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	11th February 2025
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Approval Authority	Vice-Chancellor
Approval Date	11th February 2025
Expiry Date	Not Applicable
Committee Chair	Steve Rogers Deputy Vice-Chancellor Research and Community Connection +61 8 89466890
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