

GRIFFITH UNIVERSITY FOUNDATION BOARD CONSTITUTION

Established by Council: 7/05 5.12.2005
Constitution last amended by Council: 06.07.2020

(2020/0000031)
(2017/0000268)(Revised)

PURPOSE

- 1 The Foundation Board is the University's principal fundraising board.

FUNCTIONS AND RESPONSIBILITIES

- 2 The Board works with the University Executive and the Director, Development & Alumni to develop and implement campaign strategies to support achievement of the University's strategy through building relationships with Trusts and Foundations, prominent alumni and influential community members to increase awareness about the University's strategic objectives and substantially increase philanthropic funding.

In performing the function of the Board, members shall -

- (1) Contribute to campaign planning, including fundraising strategy development and implementation;
- (2) Monitor campaign milestones by reviewing fundraising progress at each meeting;
- (3) Help to develop strategies for involvement of major prospective donors;
- (4) Serve as a source of information on the external factors affecting fundraising among community, industry and alumni;
- (5) Serve as an example to potential donors by making a gift to the University and reflecting the University's values;
- (6) Personally connect with alumni and supporters on behalf of the University;
- (7) Facilitate introductions to identified major prospective donors through personal networks;
- (8) Secure major gifts for the campaign;
- (9) Involve other Members and volunteers in building relations with prospective and existing donors;
- (10) Act as an advocate for education, research and the Arts at Griffith University;
- (11) Act as a sounding board for academics who want to test their pitch for major proposals.

MEMBERSHIP

- 3 The membership of the Board is -

A maximum of six external members appointed by Council, one of whom will be appointed by the Vice Chancellor as Chair, and one of whom shall be appointed by the Vice Chancellor as Deputy Chair.

Appointed members will have high-level connections with the community and be willing to use their experience, influence and relationships to raise funds for the University.

Chancellor, *ex officio*;
Vice Chancellor, *ex officio*;
Vice President (Advancement) *ex officio*;
Director, Development and Alumni *ex officio*.

TERMS OF OFFICE

- 4 Members appointed under section 3 shall be appointed for a term of office of three years, up to 31 December of the relevant anniversary year. Members may be re-appointed by Council for successive one-year terms on the recommendation of the Vice Chancellor.

APPOINTMENT OF AMBASSADORS

- 5 The Board may appoint Ambassadors to assist the Foundation Board in engaging with and securing philanthropic funds from the Ambassadors' specific spheres of influence.

SECRETARY

- 6 Secretariat support will be provided by Development & Alumni and the Director, Development & Alumni shall appoint the Secretary.

MEETINGS

- 7 The Board shall meet as necessary and at least quarterly.

REPORTING

- 8 The Board shall provide a biannual report to Council via the Finance, Resources and Risk Committee.

To ensure a coordinated approach, other University Development Boards will provide quarterly reports about planned fundraising activities to the Foundation Board.