

Fleurieu Community Foundation Ltd

Organisational Structure

Version - Tuesday, 15 November 2022



Group	Explanation	Composition	Role	Meetings
100 Club	Very simply these are a group of individuals who are passionate about the work of the Foundation and are willing to financially donate at least \$100 p.a. to the Foundation annually.	Any person who makes the minimum \$100 contribution to the FCF will be included within the 100 Club database	Financial support of FCF	No structured meetings Regular communication Regular invitations to events
Members	The members include any person who has their name entered on the register of members. They delegate certain powers to the company's directors to run the FCF on their behalf.	Any person who consents to be a member OR is admitted to membership by the Directors	The members are the ultimate arbiters of the FCF and from this base all other groups are drawn.	Members must be invited to the Annual General Meeting and any other General Meeting of members Quorum is 50% of members rounded down plus 1.
Working groups	Effectively these working groups are subcommittees that each have a Chairperson and report back to both the FCF Board and the FCF Directors	Working Groups currently include – <ul style="list-style-type: none"> • Homelessness • Finance Voting Working Groups members should also be FCF members but WG may have attendees who act in ex-officio capacity	The Working Groups are the subcommittees that do the heavy lifting in specific areas. Each WG has responsibilities that are clear and detail & report to the Board.	Should meet regularly according to the need or role of the group and report to the Board after each meeting.
Management Committee	There is no mention in the constitution of a Board. This has simply evolved. The Board is a Management Committee that makes decisions and takes actions on behalf of members that relate to existing governance matters and grants.	The Management Committee should be nominated and elected at an AGM from the membership base or approved by the Directors between AGMs.	The Management Committee actively manage all existing areas of grants, communication, donor communication and report directly to the Directors.	Currently meets monthly, on each & every month except December.
Board of Directors	Effectively this group are the executive of the organisation and should include the Chair & Company Secretary plus additional members to at least meet the minimum number of Directors specified in the constitution.	Constitutionally the Company, i.e. the FCF Ltd can have 12 Directors but must have at least 5 persons willing to act as Directors of the company Directors must be members and regularly attend Board of Management meetings	The Directors have the ultimate responsibility on behalf of the members for good governance, including policies, budgets and any unbudgeted expenditure.	Currently meets as needed but should meet regularly and at least 4 times per annum.