

FLEURIEU COMMUNITY FOUNDATION

Positions and Role Statements

(This document must be read in conjunction with the Constitution and documents as they pertain to awards and grants. This document should be reviewed and confirmed prior to each AGM)

INTRODUCTION

This document has been created to provide guidance to the Fleurieu Community Foundation regarding the Governance of the Foundation and the operations of the Foundation.

DEFINITIONS

- **MEMBERS** – The members of Fleurieu Community Foundation are those persons who have accepted an obligation to support the goals of the objectives of the Foundation and are listed in the register of members.
- **DIRECTORS** – The Directors of the Fleurieu Community Foundation are those members who have been elected by the members to be responsible for the governance of the corporate body and are registered as such with ASIC & the ACNC.
- **AUDITOR** – The Auditor of the Fleurieu Community Foundation is nominated at and approved at each and every Annual General Meeting of members.

GOVERNANCE

The Governance of the Fleurieu Community Foundation is overseen by a Board of Directors according to the provisions of the constitution. This group consists of at least 5 persons but no more than 12 persons and will include a Chairperson and a company Secretary.

The Fleurieu Community Foundation also appoints an Auditor at each Annual General Meeting.

MANAGEMENT

Operationally the Fleurieu Community Foundation is actively managed by a committee of the members of the Foundation. The Members Committee may delegate responsibilities to some Working Groups or other Sub-Committees that report back to the Members Committee and/or the Directors.

PROPOSED STRUCTURE

FCF BOARD OF DIRECTORS	FCF MEMBERS COMMITTEE
Chairperson	Chairperson
Company Secretary	Deputy Chairperson
Additional Board Directors	Members Secretary
Directors to be a min 5 & max 12	Unrestricted number of members
Should meet at least 3 times per year	Should meet monthly, being 11 times per year
Responsible for oversight and governance	Responsible for operations and management

FCF BOARD OF DIRECTORS

The Position and Role Descriptions detailed below are designed to provide guidance on the operations and governance of the Foundation without being narrowly prescriptive.

CHAIRPERSON

Role Expectations

- Chair regular Board of Directors meetings
- Liaise with Secretary regarding correspondence, preparation of agendas and action from minutes
- Liaise with the leaders of the various working groups regarding their work and reporting procedures.

Role Timelines

- Meet with Secretary 2 weeks before each meeting to, follow up on previous meeting actions, review minutes before distribution, discuss new correspondence, and draft agenda.
- Meet with working group leaders at appropriate times to support their work especially prior to a working group meeting.

Key Performance Indicators

- Meetings are run effectively and efficiently with all members having a voice.
- Reports from working groups are in an agreed format and tabled and distributed prior to board meetings.

COMPANY SECRETARY

Role Expectations:

- Act as the Secretary for the Company, i.e. the Fleurieu Community Foundation Ltd
- Be responsible for the good governance compliance and performance of the Company
- To act as the **Public Officer** of the Fleurieu Community Foundation Ltd
- Receive and respond to all government communications
- This includes reporting to ATO, ACNC and ASIC.

Role Timelines

- To set agenda and keep minutes of each Board meeting
- To ensure the Foundation reports to ASIC, ACNC and ATO in a timely manner.

Key Performance Indicators:

- Regular reports to the Board of Directors
- To maintain a registered office, and to notify ASIC of any change in address
- To notify ASIC of a change to the principal place of business
- To maintain a register of Directors and a register of Members
- To lodge notices with ASIC regarding personal details of directors and secretaries
- To lodge financial reports with ASIC & ACNC

DIRECTORS

In addition to a Chairperson and Company Secretary the Fleurieu Community Foundation must have at least 3 other Directors to make a minimum total of 5 Directors but may have up to a total of 12 Directors including the Chair & Secretary.

The constitution of the Fleurieu Community Foundation Ltd has provision for alternate Directors who can be drawn, with approval, from the members of the Foundation.

AUDITOR

The position of Auditor is independent of the Board of the Fleurieu Community Foundation and is confirmed annually at a meeting of the Members of the Foundation.

Role Expectations

- Collaborates with Treasurer and Bookkeeper
- Review of FCF financial statements including all documents data and accounting entries.
- Reports to the Board.

Role Timelines

- Annual audit
- Monthly reviews in collaboration with Bookkeeper and Treasurer.

Key performance Indicators

- Financial governance assured
- Future planning based on sound financial data

FCF MEMBERS' COMMITTEE

CHAIRPERSON

Role Expectations

- Chair regular Members' meetings
- Liaise with the Members Secretary regarding correspondence, preparation of agendas and action from minutes
- Liaise with the leaders of the various working groups regarding their work and reporting procedures.

Role Timelines

- Meet with Minute Secretary 2 weeks before each meeting to, follow up on previous meeting actions, review minutes before distribution, discuss new correspondence, and draft agenda.
- Meet with working group leaders at appropriate times to support their work especially prior to a working group meeting.

Key Performance Indicators

- Meetings are run effectively and efficiently with all members having a voice.
- Reports from working groups are in an agreed format and tabled and distributed prior to Members' meetings.

DEPUTY CHAIRPERSON

Role Expectations

- Deputise for the Chairperson in their absence.
- Liaise with the Chairperson about FCF matters.

Role Timelines

- Meet with the Chairperson prior to each FCF meetings.
- Support the leadership of some of the working groups.

Key Performance Indicators

- Meetings are run seamlessly.
- Working groups are supported and developed.

MEMBERS SECRETARY

Role Expectations:

- Set agenda for Members' meetings in collaboration with the Chairperson.
- Send agenda to members
- Record the minutes
- Manage all correspondence

Role Timelines

- Meet with Chairperson 2 weeks before each meeting to follow up on previous meeting actions, review minutes before distribution, review correspondence, and draft agenda.
- Agenda, together with available printed reports to be distributed 1 week prior to the scheduled Members' meeting. (Members' Meeting meetings are held on the last Friday of each month from 10:00am – 12:00 noon, with an extension of 30 minutes if required.)

Key Performance Indicators:

- Meetings run smoothly
- Actions and reviews recorded
- Correspondence managed in a timely manner.

TREASURER

Role Expectations

- Oversight of the Finance Committee, which comprises the Bookkeeper, the Auditor and Treasurer.
- Communication with Bookkeeper and Auditor.
- Oversight of banking, cheque signing and bank logins.
- Reports to the Board and members' Meetings advising on and preparing budgets as well as Expenditure, financial management and management of, and actions related to, the investment policy.

Role Timelines

- Financial report presented at each Board and Member's meeting.
- Works with Auditor and Bookkeeper to present annual reports are required.

Key Performance Indicators

- Financial matters are transparently presented
- The FCF financial situation is sound
- A future financial plan is established, approved by the Board and reviewed annually.
- Monies are allocated according to our guidelines.

BOOKKEEPER

Role Expectations

- Close collaborative communication with Treasurer and Auditor
- Reconciliation of financial statements
- Preparation of financial reports.
- Reports to the Board

Role Timelines

- Monthly reconciliation of financial reports
- Annual audit communication/

Key performance Indicators

- Reports tabled according to timelines.
- Financial governance is assured.

GIVING AND GRANT MAKING MANAGER

Role Expectations

- To provide a written report to each Board meeting.
- Receive and lead the reporting of grants and awards at Member's Meetings.
- Manage the implementation and review of grants, scholarships and awards with the Giving and Grant making Team.
- Lead to writing of new grants
- Lead the promotion and release of existing grants
- Lead the assessment of incoming grant applications with the Giving and Grant making Team.
- Provide recommendations to the Board regarding grant applications and distribution.
- Manage and lead the acquittal processes for the various grants.

Role Timelines

- Grants advertised, assess and acquitted as per stated guidelines. (See each grant or scholarship or award.)
- Presentations and media coverage for each award.
- Report presented at each Board meeting and Member's meeting.

Key Performance Indicators

- Grants, scholarships and awards are all issued according to agreed guidelines.
- Appropriate Applicants are received for each grant, scholarship and award.

BACK TO SCHOOL PROGRAM

Role Expectations

- Lead positive and collaborative communication with schools.
- Grant application, reconciliation and voucher disbursement
- Manage the acquittal process
- Undertake annual review of the process and relative success of the voucher system
- Report regularly to the Giving and Grant Making Manager.

Role Timelines

- Communicate and apply for funding via FRRR as per their timelines
- Promote the Back-to-School Program through the schools and stress the importance of appropriate data.
- Arrange the personal delivery of vouchers and appropriate photography and articles for FCF promotion purposes and for use by schools in their parent and community communications.

Key Performance Indicators

- Applications, reconciliation and voucher disbursement occurs seamlessly.
- Review is undertaken and process and communication improved as required.
- School promotional visits are encouraged with staff and Governing Council communication

STAY IN SPORT GRANTS

Role Expectations

- Publicise the awards with local sports clubs via letters personal communications at least twice per year.
- Collect and assess the applications according to the specified criteria.
- Arrange the distribution of the Stay In Sport Grants via the Treasurer.
- Review the process annually and make recommendations for future improvement.
- Report regularly to the Giving and Grant Making Manager.

Role Timelines

- A clear release date for expression of interest.

Key Performance Indicators

Applications for Stay in Sport Grants are appropriate and within established criteria.

AWARDS OVERSIGHT

Role Expectations

- Leadership and management of the following awards according to their respective guidelines. These awards & scholarships currently include Yankalilla, Wally Bradley, Florence Wilkens, Colin Sibly, Val Ball, David Driden and Tom Collins.
- Communication with the key organisations and personnel to promote and ensure that awards are appropriately advertised, and applications are successfully submitted.
- Report regularly to the Giving and Grant Making Manager.

Role Timelines

- A clear release date for expression of interest.

Key performance Indicators

- Expressions of Interest are appropriate, and awards allocated effectively.

COMMUNITY GRANTS

Role Expectations

- Oversight of Community Wellbeing Grant and Diversity and inclusion Grant.
- Report regularly to the Giving and Grant Making Manager.

Role Timelines

- A clear release date for expression of interest.

Key performance Indicators

- Expressions of Interest are appropriate and awards allocated effectively.

HOMELESSNESS WORKING GROUP

Role Expectations

- Collaborate with other organisations and individuals working towards alleviating homelessness on the Fleurieu
- Be an active member of the South Fleurieu Housing Roundtable
- Develop and expand and develop and distribution policy for the 'Seeds of Abundance' program
- Support FCF fundraising activities focused on homelessness support
- Agitate across all three levels of government for increased support for homelessness programs
- Report regularly to the Giving and Grant Making Manager regarding Homelessness Grants.

Role Timelines

- A minimum of one Homelessness Working Group meeting every two months
- Promote activities for the annual Homelessness Week
- Identify awards to be granted during the annual Homelessness Week

Key performance Indicators

- Identify awards to be granted during the annual Homelessness Week
- 5% minimum increase in Homelessness Fund
- Two-monthly report to FCF Board meeting

YOUTH WORKING GROUP

NB - Youth defined as <25

Role Expectations

- To manage and lead all Youth related Foundation activities
- Be responsible for making recommendations to Members' Meeting on Youth related Grants & Awards
- Manage or coordinate all Youth related awareness and fundraising events.
- Establish and maintain positive relationships with Youth related Donors.
- Develop and strengthen Youth related sponsorship arrangements
- To provide a written report to each Members' Meeting

Role Timelines

- A minimum of one Working Group meeting every two months
- Promote events, activities and fundraising that have a Youth focus
- Identify awards to be granted that have a Youth focus

Key Performance Indicators

- Events are managed well and are both operationally and financially successful.
- Youth focus has a direct positive Community impact
- YWG has a positive impact on the leadership skills and capabilities of the individual Working Group members.

FUNDRAISING AND SPONSORSHIP WORKING GROUP

Role Expectations

- To provide a written report to each Board meeting via the Treasurer
- To provide a report at each Members' meeting
- To manage and lead fundraising both of specific events and general fundraising.
- Establish and maintain positive relationships with Donors.
- Develop and strengthen sponsorship arrangements

Role Timelines

- A minimum of one Working Group meeting every two months
- Oversight and/or input of all events, activities and fundraising

Key Performance Indicators

- Key fundraising events are managed and are financially successful.
- Donor register is maintained and grown.
- Sponsorship is consistent and expanding.

MEDIA AND MARKETING WORKING GROUP

Role Expectations

- To provide a written report to each Board meeting via the Secretary
- To provide a report at each Members' Meeting
- Provide management of the FCF social media platforms including the website, Facebook, Instagram, and Twitter.
- Provide leadership in the consistent marketing of FCF, its work, its events, and its awards.
- Lead the positive marketing of FCF.

Role Timelines

- Social media is up to date
- Advertisements for events are timely.

Key Performance Indicators

- All social media is current and accurate.
- FCF presence is consistent across all media and advertising.
- Regular articles are promoted through a range of media

MANAGER 100 CLUB

Role Expectations

- Leads the encouragement of people to join and maintain their membership of the 100 Club.
- Collects monies from members either in cash or via EFT and maintains records and liaises with the Treasurer regarding these funds.
- Maintains a register of 100 club members and follows up new members and renewals.
- Communicates with 100 club members regarding events.
- Liaises and communicates with the Fundraising and Sponsorship and Media and Marketing Working groups.

Role Timelines

- Report presented at each Member's Meeting
- 100 club memberships and renewals followed up annually
- 100 Club membership invitations issued promptly and effectively
- 100 Club memberships invited to FCF's Christmas event.

Key Performance Indicators

- 100 Club membership grows steadily
- 100 Club members actively participate in events