



## EXECUTIVE COMMITTEE TERMS OF REFERENCE 2020-21

**The aim of Melbourne Women's Fund Executive Committee is to support the vision, mission, sustainability and growth of our philanthropic giving circle.**

**The long-term objectives are:**

- Increase philanthropic funding through collective giving
- Develop engaged and informed philanthropists
- Empower Not-for-Profit (NFP) organisations working in our focus areas
- Nurture diverse women to become philanthropic leaders
- Be a leading example of collective giving in Australia

### **Charitable status**

Melbourne Women's Fund *is not a charity*, it is a Collective Giving account (sub fund) of the Lord Mayor's Charitable Foundation (LMCF).

As such it does not have its own charitable status. Membership donations achieve Tax Deductibility status through LMCF. Additionally, LMCF has oversight of, and responsibility for, the MWF. The MWF must operate within its governance requirements.

The LMCF board is responsible for the acceptance of finalist grantees, and the dispersal of grant funds to successful finalists, according to the type of grant awarded. MWF is obliged to work under the rules of LMCF's Privacy Policy.

### **Terms of Reference**

The purpose of these Terms of Reference is to define the following:

- a) The composition of the Executive Committee
- b) The roles and responsibilities of the Executive Committee
- c) The operational matters relating to the Executive Committee

*NB: ALL COMMITTEE MEMBERS are to act as ambassadors for MWF. This includes pursuing opportunities to grow membership, build positive relationships with NFPs and current/potential partnership organisations and contribute to MWF's reputation as a leading example of collective giving.*

#### **a) The composition of the Executive Committee:**

The Executive Committee is the highest authority within the MWF.

- Membership of the Executive Committee includes: the Co-Founders, the Chairs of MWF's subcommittees, the Executive Officer, the Treasurer and members by invitation
- The Chair heads the Executive Committee meetings

#### **b) The roles and responsibilities of the Executive Committee are as follows:**

- Establishing and pursuing the policies and strategies that enable MWF to fulfil its mission
- Providing oversight to ensure that its human, financial and material resources are

used appropriately to further its mission with an appropriate level of risk

- Overseeing the subcommittees to ensure they pursue their responsibilities for achieving MWF's mission and strategic goals capably and with integrity
- Ensuring motivating leadership opportunities for MWF members
- Appointing the individual subcommittee Chairs
- Establishing ad hoc subcommittees, including task forces, as it deems necessary
- Ensuring appropriate communication and collaboration with stakeholders (members, LMCF, not-for-profits, organizational partners/sponsors, subcommittees)
- Monitoring MWF's effectiveness in achieving its goals

**c) Operational matters relating to the Executive Committee**

There are seven subcommittees: Events, Grants, Marcomms, Membership, Strategic Planning, Next Gen and Partnerships & Sponsorships. Each sub-committee is led by a Chair or Co Chairs.

**(i) The responsibilities of the Chairs and Co-Chairs are:**

- Leading their committees to achieve MWF's mission and long-term goals relevant to their respective areas
- Revising as needed, and adhering to, a committee-specific *Terms of Reference* that outlines the subcommittee's purpose, authority/scope, membership and leadership terms, meeting arrangements, deliverables and review terms
- Ensuring any adjustments to subcommittee *Terms of Reference*, or policies, are presented in their entirety and in advance to EC members to allow full consideration prior to EC approval
- Ensuring that their committees function efficiently and effectively
- Planning and chairing regular meetings with agendas and minutes and convening special meetings if necessary
- Providing copies of all agendas and minutes to the Executive Officer, in a timely fashion
- Providing copies of meeting minutes to the EC in advance of the EC meeting for review and potential discussion. In absence of minutes, providing a brief report

**(ii) The role of each Subcommittee:**

- **EVENTS:** Planning and executing a variety of events that grow our members knowledge and understanding of philanthropy, as well as developing a sense of community and friendship amongst our members
- **GRANTS:** Planning and implementing a robust grants process, resulting in fit-for-purpose organisations/projects to be voted on by the MWF membership, and implementing a considered acquittal process
- **MEMBERSHIP:** Implementing recruitment and retention strategies that will grow our membership and funds for our annual and long-term grant making, including MWF2 funds

- **MARCOMMS:** Implementing a communications and marketing strategy that effectively uses different media channels to engage with our stakeholders, with priority to our current members, to help build membership, support our NFP finalists, educate our members about our focus areas and build our credibility as a collective giving leader
  - **STRATEGIC PLANNING:** Driving and formalising the MWF's strategic planning process to ensure MWF remains relevant in terms of what it strives to be, for whom, why and how for the benefit of vulnerable women and families.
  - **NEXT GEN:** Planning and executing initiatives that grow MWF's 18-30 year-old membership cohort and help them develop into informed philanthropists inspired to engage, and potentially lead, in the community sector.
  - **PARTNERSHIPS & SPONSORSHIPS:** Securing corporate, business, philanthropic or professional support for Melbourne Women's Fund to provide either: complimentary use of facilities and/or catering for our meetings or events; financial assistance to produce collateral or services, host a special event and/or manage other on-costs; provision of in-kind professional expertise we require to grow our giving circle's reach and impact.
- (iii) **The responsibilities of the Treasurer**
- Managing the Administration Account, including budgeting for activities, to ensure MWF has enough funds to cover expenses
  - Determining with the Executive Committee and LMCF what activities are appropriate for funding
  - Ensuring MWF members are reimbursed for MWF-related expenses
  - Liaising with LMCF to determine the funds available in MWF's Giving Account, Administration Account and Charitable Fund Account
  - Reporting the status of overall MWF account balances to the Executive Committee
- (iv) **The responsibilities of the Executive Officer:**
- Overseeing the subcommittees' progress towards achieving the MWF's mission and strategic objectives and assisting them in that pursuit as necessary
  - Identifying opportunity areas, recommending strategies to pursue them and assisting with implementing those strategies as necessary
  - Researching and preparing strategic advice and information for potential use by the Executive Committee and the subcommittees
  - Coordinating, initiating, and responding to stakeholder communications as necessary
  - Actively engaging with new, current and prospective members
  - Engaging with past grant winners and finalists as necessary
  - Representing the MWF at events relating to the changing philanthropic

landscape and collective giving in particular

- Responding to emerging issues to ensure effective resolution with minimal risk to the organisation, including the initiation and management of a Task Force (as in a crisis, such as COVID-19)
- Assisting the EC Chair and Secretary in preparing for and conducting Executive Committee meetings
- Promoting the development of women's leadership throughout the organisation

**(v) The responsibilities of the Executive Committee Chair:**

- Leading the Executive Committee which is primarily the facilitation of its effective functioning including managing the conduct, frequency and length of meetings
- Seeking to ensure that the Executive Committee has the opportunity to maintain adequate understanding of MWF's strategic objectives and progress toward those objectives, the operations, financial position and the opportunities and challenges facing MWF more generally
- Liaising with the Executive Officer as the primary contact between the Executive Committee and the Sub-Committee Chairs/Co-Chairs
- Setting the agenda for Executive Committee meetings in consultation with the co-founders
- Reviewing and approving Executive Committee minutes following review by the co-founders
- Calling special EC meetings if needed
- Promoting the effective and efficient interaction of EC members

**(vi) Executive Committee Members' Tenure**

- To ensure members have the motivating opportunity to engage with the organisation's management so they experience personal growth and skill development to become leaders in the philanthropic sector, the tenure for all Chairs, standard committee members and the Executive Officer will be limited to three years
- In the event that no MWF member is available, willing or has the necessary skills to replace a Chair, the EC may reappoint a Chair for the duration it takes to find a suitable replacement
- A Chair's three-year tenure ends the first of the month following that calendar year's Awards Event
- A standard committee member may move to another subcommittee at the discretion of the Executive Committee Chair

**(vii) Confidentiality**

- Committee members must keep Committee information, discussions, and decisions that are not publicly known, confidential. A Committee member may only use confidential information in the exercise of her responsibilities as a

Committee member, and for no other purpose

### **Meetings**

The Executive Committee will meet approximately six times a year

### **Quorum**

50% of members

### **Executive Committee 2020-2021**

- Patricia Burke and Gillian Hund – Co Founders
- Patricia Burke – Chair
- Christine Darcas – Executive Officer
- Louise Potter – Events Chair
- Bianca Moore – Membership Chair
- Amanda Thornton and Simone Clancy – Grants Committee Co-Chairs
- Carole Mackie - Treasurer
- Kirsten Bartlett – Strategic Planning Chair
- Sarah Priestley – Next Gen Chair
- Gillian Hund – Partnerships & Sponsorships Chair (interim)
- Christine Darcas – Marcomms Chair (interim)
- Kathy Lacey - Secretary

**Final Note:** The terms of reference for the Executive Committee should be reviewed at least annually, normally at the first meeting of each financial year.