

Frankston Charitable Fund



Position Description

POSITION	Committee member – Community Representative
LOCATION	Frankston, VIC
COMMITMENT	3 year term (2024-2027)

BACKGROUND

The Frankston Charitable Fund was set up in 2009 by Frankston City Council as a charitable fund account of the Lord Mayor's Charitable Foundation. The aim of the Fund is to build capital and generate interest to provide funding to support the work of Frankston charities through an annual grants program.

The Frankston Charitable Fund Committee of Management comprises Councillors, Lord Mayor's Charitable Foundation representative, community representatives and Frankston City officer (CEO delegate) representatives. These are honorary positions for community members who live or work in Frankston City.

POSITION OBJECTIVES(S)/GOAL(S)

- The role of Frankston Charitable Fund Committee of Management (Committee) is to advise and make granting recommendations to the Board of Management (Board) of the Lord Mayor's Charitable Foundation.
- In addition, the Committee of Management has the responsibility for assessing nominations to the Frankston Volunteer of the Year Awards.

KEY RESPONSIBILITIES

1. Identify eligible charities within the Council boundaries.
2. Promote within the local community the availability, guidelines and timing of the grants.
3. Examine each grant application using the established criteria set by the panel.
4. Recommend to the Board the funding allocation for successful applications.
5. Recommend to the Board (if appropriate) that no funds be allocated.
6. Visit applicant organisations to review circumstances of an application or as part of an ongoing visitation program.
7. Assess nominations to the Frankston Volunteer of the Year Awards and make subsequent recommendations to Council.
8. Provide a formal handover at the end of their tenure.

OTHER DUTIES

Responsibilities and duties included in this Position Description are subject to the multiskilling provisions of the Frankston Charitable Fund Terms of Reference.

POLICE RECORDS CHECK

The volunteer must have and maintain a current Police Records Check YES

WORKING WITH CHILDREN CHECK

The volunteer must have and maintain a current Working with Children Check YES

KEY SELECTION CRITERIA

The following knowledge and skills are required to be demonstrated and utilised:

- Knowledge and understanding of grant processes.
- Exhibit sound financial judgment.
- Well-established local business and/or community networks.
- In-depth understanding of the operations and objectives of local charitable organisations.
- Solid knowledge and comprehension of the Frankston community.
- A capacity and enthusiasm to commit time consistently, actively contribute to meetings, and engage in the evaluation of applications beyond scheduled meetings.

TERMS OF APPOINTMENT

The terms of appointment of the members of the Frankston Charitable Fund Committee of Management shall be determined by Frankston City Council.

1. Councillors will be appointed on an annual basis as per the Council schedule.
2. Chief Executive Officer of the Council or his or her delegate will have a standing position.
3. Community Representatives positions will have a 3-year term.

AGREEMENT

By signing below, you understand that this is a volunteer role whereby you are willingly giving your time without financial gain and you agree to accept the duties and responsibilities as outlined in this Role Description.

The Frankston Charitable Fund Terms of Reference is also to be read and signed in conjunction with acceptance of this Role Description.

Name:

Signature:

Date