

FRANKSTON CHARITABLE FUND COMMITTEE OF MANAGEMENT

TERMS OF REFERENCE

ROLE

The Frankston Charitable Fund Committee of Management advises and makes granting recommendations to the Board of Management (Board) of the Lord Mayor's Charitable Foundation.

The Frankston Charitable Fund Committee of Management may in each year recommend to the Board that:

1. The Board pay part or all of the Available Income to Eligible Charitable Organisations as the Committee of Management in its discretion determines.
2. The Committee of Management will adhere to the Frankston Charitable Fund Grants Procedure in considering and making recommendations to the Board.

ESTABLISHMENT

The Committee of Management was established at the Frankston City Council meeting held in March 2010.

RESPONSIBILITIES

1. Actively build the Frankston Charitable Fund corpus;
2. Approve fundraising activities and events proposed by external community groups and organisations;
3. Identify eligible charities within the Council boundaries;
4. Promote within the local community the availability, guidelines and timing of the grants;
5. Examine each grant application using the established criteria set by the panel;
6. Recommend to the Board the funding allocation for successful applications;
7. Recommend to the Board (if appropriate) that no funds be allocated; and
8. Where applicable, visit applicant organisations to review circumstances of an application or as part of an ongoing visitation program.
9. Assess the Volunteer of the Year Awards and provide recommendations to Council.

MEMBERSHIP OF THE COMMITTEE

The Council must establish and at all times maintain a Committee of Management of individuals as determined by the Council. This will be comprised of:

1. Mayor of the Council or his or her nominee (who must be an elected Councillor)
2. Chief Executive Officer of the Council or his or her delegate
3. Councillor/s
4. Representative of the Lord Mayor's Charitable Fund
5. 3 Community Representatives appointed by Council

The Community Grants Officer, the Manager Community Strengthening, and, or the Coordinator Community Programs will attend the meeting and do not have voting rights.

All members will have expertise, experience and credentials appropriate to their role in assessing applications from charitable agencies.

The Frankston Charitable Fund is a sub-fund of Lord Mayor's Charitable Foundation and therefore operates with their governance requirements.

TERMS OF APPOINTMENT

The terms of appointment of the members of the Committee of Management shall be determined by 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. All Community Representatives positions will be opened every 3 years, commencing July 2021.
4. Community Representatives can reapply for a Committee of Management position

ELECTION OF CHAIRPERSON

A Chairperson is elected for a one year period. Nominations will be received from all voting members of the Committee of Management. Where more than one nomination is received for the position of Chair, a vote by show of hands will be held.

ROLE OF THE CHAIRPERSON

1. The Chairperson shall chair all meetings of the Committee of Management or in the absence of the Chairperson, an acting Chairperson will be elected for the meeting.
2. The Chairperson is responsible for ensuring that the Committee of Management operates in an effective manner within these Terms of Reference.
3. The Chairperson shall be available to liaise with other committee members, Council officers, Councillors, Lord Mayor's Charitable Fund and/or the Council and may be required to attend Council meetings or briefings on occasions.

MEETINGS

1. A quorum will comprise 4 voting members of the committee, one of whom must be the appointed Chairperson or an acting Chairperson.
2. Committee of Management members' absence from two consecutive meetings without reasonable cause may result in termination of membership.
3. All decisions of the Committee of Management shall be made on the basis of a majority decision of the members present.
4. Minutes shall be recorded, circulated to members, and presented to the following meeting of the Committee and Council.
5. Frequency of meetings will be determined annually and aligned with the Frankston City Council Statutory meeting in November each year.

REVIEW

The Terms of Reference will be reviewed annually, at the first meeting of the calendar year, to ensure that it continues to fulfil its charter in response to current and emerging community needs.