



# **Policy & Research Committee (PRC) Charter**

Philanthropy Australia

July 2020

## **1 MEMBERSHIP OF THE COMMITTEE**

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The Committee must consist of:

- (i) a minimum of 3 Board members;
- (ii) including Board member as chairperson.

The Board may appoint additional Board members to the Committee or remove and replace members of the Committee by resolution. Members may withdraw from membership by written notification to the Board.

Subject to Board approval, the Committee may appoint members who are not Members of Philanthropy Australia if the Committee considers it necessary or advisable.

Non-committee members, including members of management, may attend all or part of a meeting of the Committee at the invitation of the Committee chair.

The Secretary, or his or her delegate, must attend all Committee meetings as minute secretary.

## **2 ADMINISTRATIVE MATTERS**

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### **2.1 Meetings**

The Committee will meet as often as the Committee members deem necessary in order to fulfil their role. However, it is intended that the Committee will normally meet quarterly.

### **2.2 Quorum**

The quorum is at least 3 members, of which at least one must be a Board member.

### **2.3 Convening and notice of meeting**

Any Committee member may, and the Secretary must upon request from any Committee member, convene a meeting of the Committee. Notice will be given to every member of the Committee of every meeting of the Committee. There is no minimum notice period and acknowledgement of receipt of notice by all members is not required before the meeting may be validly held.

### **2.4 Chair**

In the absence of the Committee chair, the Committee members must elect one of their number as chair for that meeting. The Committee chair has a casting vote.

## **2.5 Minutes**

Minutes of meetings of the Committee must be kept by the Secretary (or delegate) and, after approval by the Committee chair, be presented at the next Board meeting. All minutes of the Committee must be entered into a minute book (or electronic version thereof) maintained for that purpose and will be open at all times for inspection by any Board member.

Minutes will be circulated to all Committee members within 1 week of the meeting being held.

## **2.6 Reporting**

It is intended that a report of the actions of the Committee and a copy of the minutes of the Committee meeting or both will be included in the Board papers for the Board meeting next following a meeting of the Committee.

The Committee chair will, if requested, provide a brief oral report as to any material matters arising out of the Committee meeting. All Board members may, within the Board meeting, request information of members of the Committee.

## **3 ROLE AND RESPONSIBILITIES**

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The purpose of the Committee is to advise and support the Board to enable Philanthropy Australia to achieve its purposes through policy development and advocacy activities and by undertaking or supporting research. Philanthropy Australia wants to encourage more and better philanthropy and this Committee's role is to help Philanthropy Australia undertake effective advocacy which supports this objective, with a focus on stakeholders including the philanthropic sector itself, governments, regulators, academics and researchers as well as the broader public.

- (a) Assist the Board to develop Philanthropy Australia's policy positions and specific policies and agendas stemming from it.
- (b) Monitor trends in philanthropy and related policy developments domestically and internationally where relevant.
- (c) Provide input into the preparation of Philanthropy Australia submissions.
- (d) Research and propose innovative and forward-thinking policy ideas and reforms to Board to advance and increase philanthropy.
- (e) Propose initiatives to Board with respect to agreed policy platforms and campaigns.
- (f) Assist with the preparation of policy papers.
- (g) Represent Philanthropy Australia at meetings with governments and relevant sector and industry policy makers when required.

- (h) Make recommendations to Board for new research projects and approve major research projects proposed by staff.
- (i) Suggest policy related topics for conferences and sector events and engagement.

#### **4 REVIEW**

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The Board will periodically review the membership and charter of this Committee to determine its adequacy for current circumstances and the Committee may make recommendations to the Board in relation to the Committee's membership, responsibilities, functions or otherwise.