

PHILANTHROPY AUSTRALIA

Membership and Engagement Committee (MEC) Charter

Philanthropy Australia

December 2023

1 Membership of the Committee

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. All external appointments are for a period of up to three years, for a maximum of three terms.

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

2 Administrative matters

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 a majority of Committee members. A majority of those Committee members present must also be members of the Board.

2.3 Convening and notice of meeting

Any Committee member may, and the Company Secretary must upon request from any Committee member, convene a meeting of the Committee with the consent of the Committee Chair. 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 Company 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

The purpose of the Committee is to advise and support the Board to enable Philanthropy Australia to achieve its purposes through our engagement activities, member services and membership recruitment. The 2022–2025 Strategic Plan under the Engage, Inspire and Foster pillars has identified a series of key strategic initiatives. It has also set goals by 2025 of diversifying and growing membership and becoming a centre of excellence for better giving. The Committee's role is to help Philanthropy Australia meet these goals, as well as the related goal of doubling structured giving, through its engagement activities and to provide oversight and advice as we implement the key strategic initiatives. In particular to:

- (a) Assist the Board in monitoring and supporting the achievement of membership growth and diversification goals.
- (b) Monitor and advise on developments in the philanthropy sector as they affect Philanthropy Australia's ability to better engage and recruit members, at the State and national levels.
- (c) Identifying new and more diverse audiences for Philanthropy Australia to potentially engage.

- (d) Support Philanthropy Australia’s digital-first ambitions and development of digital tools and services to engage existing members and attract new audiences.
- (e) Oversee and enable strategic partnerships related to engagement goals and help connect to relevant networks.
- (f) Provide advice and input on Philanthropy Australia’s key programs and set-piece events e.g. Conference , Awards and professional learning and development.
- (g) Advise on content, dissemination and effectiveness of engagement activities including peer networks and professional learning and development initiatives, and on the opening up of access to our content to showcase the breadth and depth of our work.

Please note:

1. That the Roles and Responsibilities of the Membership and Engagement Committee sit parallel to those of the Policy and Research Committee. It is the responsibility of the respective Committee chairs and Executive Directors to ensure there is alignment without duplication between these Committees.
2. .

4 Review

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. . At a minimum, the review period of this Charter is every two years with annual endorsement by the Board.