

Campaign Council Terms of Reference

1. Statement of Intent

The Campaign Council is a small, outcome-focused, public-facing, volunteer leadership group responsible for advancing the philanthropic goal of the Griffith Campaign. Established by the University Council and convened by the Vice Chancellor, Campaign Council members are well placed to advise university leadership on philanthropic and charitable opportunities for partnership across the wider community. Each Council member's primary objective is to make personal, family or organisational Campaign gifts within their capacity and work directly with the Vice President (Advancement) and Director, Development to actively cultivate and solicit prospective donors with the propensity and capacity to give transformational gifts of \$500,000 and higher.

2. Chair(s)

The Campaign Council Chair is nominated by the Vice Chancellor and appointed by the University Council for a term of two years, with the option to be reappointed for an additional term, subject to the continuation of the Campaign.

Selection of a Campaign Council Chair is based on the following criteria:

- Is a reputable philanthropic and community leader who can work closely with the Vice Chancellor and Vice President (Advancement);
- Is a current major donor to the University;
- Is a passionate and energetic public-facing advocate for Griffith;
- Has the ability to make Campaign their top philanthropic priority; and
- Has an established personal and professional network to build influence and engagement, and attract other influential Campaign Council members and transformational gifts to Campaign.

There is the option to appoint two Co-Chairs of the Campaign Council to provide for local leadership relevant to the two distinctive metropolitan areas of Brisbane and Gold Coast.

3. Membership

The Campaign Council is comprised of at least four to a maximum of ten external members from the community who reflect Griffith's values, have both the capacity and motivation to be transformational philanthropic donors to Campaign, and / or are committed to actively leading efforts to secure significant transformational gifts of \$1m and higher. The Chancellor, Vice Chancellor, Vice President (Advancement) and Director, Development, will be appointed as ex-officio members.

Members will be nominated and selected by the Vice Chancellor and the Campaign Council Chair based on the following criteria:

- Reputable leader who embodies Griffith's values;
- Willing to advocate for Griffith and endorse Campaign and giving to Griffith;

- Ability to make a significant gift to Griffith and willing to inspire others to give;
- Has significant influence over an established high-level family, social or business network which may generate significant individual gifts.

Campaign Council membership is voluntary and no per diem payments or payments for Campaign Council member services will be provided, however Campaign Council related expenses will be covered.

4. Responsibilities

Individual Campaign Council members have the following responsibilities:

- Set the standard of personal philanthropic support through their own philanthropic gifts to Griffith and inspiring others to give;
- Publicly endorse Campaign, serving as an ambassador, champion and public spokesperson for Campaign and giving to Griffith;
- Proactively identify and make introductions to prospective donors from their own personal networks and circles of influence;
- Assist in driving the cultivation of prospective donors and the solicitation of major gifts;
- Provide advice and counsel to staff for the Griffith Campaign priorities and activities including Campaign planning, gift solicitation and donor recognition strategies; and
- Be actively involved in thanking donors and celebrating donors' philanthropy.

5. Reporting

The Campaign Council reports directly to the Vice Chancellor and will provide an annual Campaign progress report to the University Council.

6. Term

Appointments to the Campaign Council are of two years' duration, which may be extended for a further two years or to the close of the Campaign, whichever is sooner.

7. Meetings

The Campaign Council conducts its business by formal meetings three to four times per annum, with dates to be determined annually in advance. Meetings will be called by the Campaign Council Secretary at the request of the Vice Chancellor. An agenda for each meeting and any relevant supporting documents will be forwarded to each Campaign Council member at least two weeks prior to the date of the meeting, unless otherwise agreed by all members.

In the absence of the / both Chair(s), the Campaign Council will choose another member to chair the meeting. The Campaign Council Secretary will minute the proceedings and resolutions of all meetings and circulate the minutes to all members.

The Campaign Council may conduct routine business by appropriate means, provided that all members are apprised of the decisions in writing and that a record of those decisions are maintained. Informal meetings will also take place as frequently as required.

8. Time Commitment

In addition to formal Campaign Council meetings, Campaign Council members are asked to commit the time required to meet and work directly with the Vice President (Advancement) and Director, Development during their term of appointment to cultivate and solicit prospective donors with the propensity and capacity to give transformational, seven-figure gifts. These meetings will be coordinated, administered and supported by the Office of the Vice President (Advancement).

9. Quorum

The quorum for Campaign Council meetings is the number which exceeds one half of the Council members, provided that at least one of those present is a Campaign Council Chair.

11. Non-Member Attendance

Only Campaign Council members have the right to attend Campaign Council meetings, however other individuals may be invited to attend for all or part of any meeting, as agreed by the Vice Chancellor and Campaign Council Chairs.

12. Removal and Vacancies

It is the right of the Vice Chancellor and the Campaign Council Chair to remove and reappoint any Campaign Council member, other than the Chairs.

The Campaign Council Chairs may send requests to the Vice Chancellor for a reappointment if a member does not participate regularly or is unwilling to participate as an active team member. Any two members may also send a request to the Chairs if any member is not actively and collaboratively working as part of the team.

14. Staff Support

The Campaign Council will be supported by the Advancement portfolio, with Advancement staff providing philanthropic training and fundraising, administrative and technical support.

15.0 Secretary

The Vice Chancellor is responsible for appointing the Secretary of the Campaign Council, who has rights of audience and debate.