

Pharmacy Foundation Committee - Membership and Terms of Reference

Section 1 - Purpose

- (1) The Pharmacy Foundation Committee is established by the Vice-Chancellor to undertake fundraising and development activities to support the Pharmacy discipline within the School of Biomedical Sciences.
- (2) The purpose of fundraising is to elicit financial and other support from contributors to be held by the University to promote the interests and advancement of the identified beneficiaries.
- (3) The beneficiaries of any such fundraising and development by the Pharmacy Foundation Committee are the University and students within its Pharmacy discipline.
- (4) Donation of philanthropic funds will be directed to the identified fund within the Charles Sturt University Foundation Trust.
- (5) The University Council is Trustee of the Charles Sturt University Trust and has a fiduciary obligation to make decisions and act always in the best interests of the beneficiaries, and in accordance with the terms of the Trust.
- (6) Funds identified as sponsorships will be directed to the Pharmacy fund operated by the University for administration and receipting.
- (7) Committee members must act always in the best interest of the beneficiaries and in accordance with the approved terms of reference.

Section 2 - Role of the Pharmacy Foundation Committee

- (8) The primary role of the Pharmacy Foundation Committee is to assist the University to raise funds to support students enrolled in the pharmacy discipline, as well as education and research activities of the School of Biomedical Sciences, including:
 - a. assist the Head of School of Biomedical Sciences, University Advancement and other relevant University bodies to define fundraising priorities with respect to the Pharmacy discipline;
 - b. in collaboration with the Head of School of Biomedical Sciences and University Advancement, develop a fundraising strategy and recommend to the Vice-Chancellor for approval;
 - c. engage in the solicitation of donations and other contributions consistent with the approved fundraising strategy ;
 - d. provide advice on fundraising and development for new projects and initiatives;
 - e. in consultation with the Head of School of Biomedical Sciences, advise the Vice-Chancellor (or the nominee of the Vice-Chancellor) on the structure of the pharmacy scholarship program and the allocation of scholarships;
 - f. provide advice to the Trustee as requested on the distribution of relevant contributions in the Trust.

Section 3 - Membership of Fundraising and Development Committees

(9) Membership of the Pharmacy Foundation Committee will include:

- a. the Head of School of Biomedical Sciences;
- b. a representative from the Pharmacy discipline (appointed by the Head of School);
- c. a representative from University Advancement;
- d. four external members as appointed by the Vice-Chancellor.

(10) The Vice-Chancellor will appoint a Chair and Deputy Chair for a period of time to be determined, following recommendation by the Committee.

(11) Appointment to the Committee of external members will be determined by the Vice-Chancellor with particular regard to whether the nominee can contribute effectively to the functions of the Committee as identified under Section 1.

(12) Members will generally hold office for a period of four years and may not serve more than three terms without approval from the Vice-Chancellor.

(13) The Committee should meet at least four times per year and a quorum shall be half plus one of the regular members.

(14) Staff from the area of University Advancement will work closely with the Head of School and committee members between formal meetings.

Section 4 - Functions of the Pharmacy Foundation Committee

(15) The Pharmacy Foundation Committee is advisory to the delegated Head of School and as such make recommendations to the Head of School.

(16) The Chair of the Pharmacy Foundation Committee will be responsible for:

- a. ensuring the records are kept of the meeting of the Pharmacy Foundation Committee;
- b. maintaining a register of members;
- c. updating information relating to the Pharmacy Foundation Committee on the School's website and to University Advancement for inclusion in its communications;
- d. providing periodic written reports on the work of the Committee and the matters on which it has offered guidance and advice as requested by the Faculty Executive Dean, Deputy Vice-Chancellor and, as may be submitted to the Vice-Chancellor or Council if appropriate.

(17) Matters discussed at meetings of the Pharmacy Foundation Committee may be referred to:

- a. other committees of the School and the Faculty Executive Dean, at the discretion of the Head of School;
- b. the Planning and Strategy Group, at the discretion of the relevant Head of School; and/or
- c. the Council, at the discretion of the Vice-Chancellor.

Status and Details

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