1. **Preamble**

The Gifts Committee is a committee of the University of Melbourne Council. It is charged with representing donors’ interests and assists Council in overseeing and administering philanthropic gifts and sponsorship income from donors and partners to any part of the University.

The Committee ensures the appropriate and effective acceptance and use of gifts to the University and the appropriate acceptance of sponsorship cash and/or in-kind support.

The Committee also oversees the University’s stewardship of all gifts to the University including those that are held by the University on trust.

2. **Membership**

<table>
<thead>
<tr>
<th>Role</th>
<th>Member</th>
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</thead>
<tbody>
<tr>
<td>Chair (external member of Council with financial and/or legal expertise) appointed by Council</td>
<td>Jane Hansen AO (Chair)</td>
</tr>
<tr>
<td>Chancellor (ornominee)</td>
<td>Chancellor Allan Myers AC QC</td>
</tr>
<tr>
<td>Vice-Chancellor (or nominee)</td>
<td>Professor MarkConsidine</td>
</tr>
<tr>
<td>Three persons appointed by Council, at least one of whom is a Council member or Council elected member.</td>
<td>Professor Marilys Guillemin Dr Daniel Halliday (1 vacancy)</td>
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<tr>
<td>Up to three additional external members co-opted on the basis of relevant experience in gift acceptance.</td>
<td>Eda N Ritchie AM Lara McKay</td>
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<tr>
<td>A Dean of a Faculty or Graduate School orHead of other University body, appointed by Council on an annual basis with a view to rotating amongst Faculties, Graduate Schools and other University bodies that receive gifts.</td>
<td>Professor Mark Cassidy</td>
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**In attendance**

<table>
<thead>
<tr>
<th>Role</th>
<th>Member</th>
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</thead>
<tbody>
<tr>
<td>Vice-President (Administration and Finance) and Chief Operating Officer</td>
<td>Allan Tait</td>
</tr>
<tr>
<td>Vice-President (Advancement)</td>
<td>Nick Blinco</td>
</tr>
<tr>
<td>General Counsel and Executive Director, Legal and Risk</td>
<td>Debra Tegoni</td>
</tr>
<tr>
<td>Director of Development (ornominee)</td>
<td>Alex Furman</td>
</tr>
<tr>
<td>Head of Research and Prospective Donor Management</td>
<td>Edwina Kenrick</td>
</tr>
</tbody>
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The Quorum for the Committee is three members.
3. Terms of Reference

The functions of the Gifts Committee are:

**Oversight of philanthropic framework and reporting**

3.1 Oversee University philanthropy practices and policies ensuring compliance with the wishes of donors and adherence to the Gift Policy.

3.2 Report annually to Council on the administration of philanthropic income at the University.

3.3 Receive reports on the investment performance of philanthropic funds, under management by Finance Committee, and ensure that appropriate information is provided to the University’s donors.

**Gift acceptance**

3.4 Provide advice to Council on an appropriate gift acceptance and review framework that aligns with and supports the University’s strategy, reputation and objects.

3.5 Receive and/or request further information and decide referrals from the Vice-President (Advancement) or from the Vice-Chancellor of any gift where they believe there may be conflict with any of the principles set out in the Gift Policy and Donations Framework and determine whether the gift will be accepted by the University.

3.6 In making the decision whether a gift will be accepted by the University, the Committee must consider whether, in the light of all available information, the best interests of the University of Melbourne are served in accepting or declining the gift in question.

3.7 Review any concern raised about a gift that has already been accepted by the University and decide whether it is appropriate to retain the existing gift, to return the gift to the donor (where possible at law) or to take any other action in relation to the gift.

**Sponsorship (cash and/or in-kind) support acceptance**

3.8 Receive and decide referrals from the Vice-President (Advancement) or from the Vice-Chancellor of any sponsorship (cash and/or in-kind support) where they believe the acceptance of such may create reputational risk for the University and determine whether the sponsorship cash and/or in-kind support will be accepted by the University.

3.9 Review any concern raised about sponsorship cash and/or in-kind support that has already been accepted by the University and decide whether it is appropriate to retain the existing sponsorship cash and/or in-kind support, to return the sponsorship cash and/or in-kind support to the partner (where possible at law) or to take any other action in relation to it.

**Gift administration**

3.10 Consider any matters referred to it by Council relating to gifts, including those gifts held by the University on trust, and refer issues to Council that require decisions by Council as they arise.

3.11 Provide advice to Council on the policy and practices that the University is to apply in relation to the proper administration and performance of trusts and gifts held long-term in the University’s Common Fund and other funds involving fiduciary obligations. These includes the proper content and form of University documentation recording trust obligations or donor’s wishes and gift related administrative arrangements.
3.12 Review and provide such advice to Council as the Committee considers appropriate on the report to be provided annually by the Vice-Chancellor on the administration and performance of gifts including where the gift is held by the University on trust.

3.13 Recommend to Council for approval the gift threshold levels in accordance with the Gift Policy.

3.14 Report to Council on any approved proposals to apply gift property in a manner that varies from donor wishes for gifts not held on trust in accordance with the Gift Policy.

3.15 Recommend to Council for approval application of gift property that is not held on trust in a manner that varies from donor wishes in accordance with the Gift Policy.

Proactive fundraising entities

3.16 Review and approve for recommendation to Council all proposals for the establishment of any new (or amendment(s) to existing) charitable trusts or gifts to be held long-term in the University’s Common Fund as proactive fundraising entities.¹

3.17 Receive reports from all University trusts or gifts held long-term in the University’s Common Fund which have been established as proactive fundraising entities.¹

4. Frequency of Meetings

At least four times a year, or as required.

5. Reporting to Council

The Chair will provide a written report on the outcomes of matters considered by the Committee. The report will be considered at the first meeting of Council held after the Committee meeting.

¹ Proactive fundraising entities mean philanthropic fundraising entities who have a board or leadership team whose purpose is to raise funds for the University as a whole or generally for a faculty, school or other unit within the University (e.g. foundations for particular faculties, schools or other units at the University.) This definition does not include small scale, specific, one-off appeals (i.e. appeals for named scholarships or appeals to honour individuals).