

# Terms of Reference for the Development Advisory Committee

## Overview

From time to time the Academy receives offers of philanthropic donations or sponsorship of events. Before accepting such donations it is important that the Academy confirm that the donation or sponsorship will benefit the Academy in achieving its own objectives and that acceptance of the donation will not tarnish the good reputation of the Academy.

## Purpose of the Committee

The purpose of the Committee is to undertake the necessary due diligence on offers of philanthropic donations or sponsorships to the Academy in order to determine whether the credentials and intentions of potential donors, sponsors or partners serve the best interests of the Academy, preserve the good name and reputation of the Academy, and conform to the Academy's Ethical Investment Policy. The committee will advise Academy Council and/or relevant secretariat staff of their findings.

## Committee establishment and termination

The Development Advisory Committee will be established or terminated by the Council of the Australian Academy of Science.

## Membership

Members of the committee will be appointed after taking into account the following:

1. the membership (including the Chair) of the Development Advisory Committee should usually include at least two Fellows of the Australian Academy of Science: for a committee of five or more members it should include at least three Fellows;
2. whenever possible the next Chair should be designated one year in advance;
3. the membership of the Development Advisory Committee should not exceed eight.
4. Chairs, who will normally be Fellows, and members will be appointed by the Executive Committee of the Council of the Australian Academy of Science. Appointments will be arranged in designated periods so that two members retire each year. In the case of newly formed committees, such retirements will begin at the end of the second year.

## Term

A Chair will usually have served on the committee for at least one year and shall be appointed as Chair for a term of four years; he/she may be immediately re-appointed for one further term only in exceptional circumstances.

Members, other than Chairs and *ex-officio* members, should usually be appointed for a term of four years with immediate re-appointment for one further term of four years only possible in exceptional circumstances.

## Terms of reference

1. The Committee will advise the Council of the Australian Academy of Science and the relevant secretariat staff on its findings after undertaking due diligence on an offer of philanthropic donation or sponsorship proposal. The Committee will undertake such due diligence either on its own initiative or in response to direct requests from Council or relevant secretariat staff.
2. In undertaking its due diligence the Committee should pay particular attention to whether acceptance of the donation or sponsorship would:
  - a) constitute a breach of any obligation under relevant legislation;
  - b) involve unacceptable risk of damage to the Academy's reputation;
  - c) be incompatible with the purposes or the strategic objectives of the Academy;
  - d) be inconsistent with the general ethos of the Academy as laid out in the Academy's Documents of Governance and Strategic Plan;
  - e) be inconsistent with any specific ethical policy of the Academy;
  - f) be inconsistent with the stated aims and objectives of the specific event, program or publication being sponsored;
  - g) create undue additional costs, obligations or burdens for the Academy; or
  - h) impede Council in complying with any of its obligations.
3. For its part, the responsibility for the final decision to finally accept or reject an offer of philanthropic donation remains with Council. Council will also:
  - a) determine how to apply any funding accepted by the Academy without conditions;
  - b) ensure donors receive appropriate acknowledgement, recognition, and publicity;
  - c) ensure that donor privacy and if requested donor anonymity are respected, and
  - d) ensure that donors are kept informed about use of donated funds, consistent with the designated purpose of the funds.

## Meetings

Formal meetings should be held at least once per annum, and could be planned to coincide with the Academy's annual meeting. Otherwise, meetings may be convened by teleconference on a needs basis at any time by agreement of the members.

## Responsibilities of Chairs:

The Chair of each committee shall provide a written annual report to Council on the work of the previous year by the fifteenth of December covering a list of meetings held, and business transacted, with reference to minutes and recommendations previously submitted to Council or its Executive Committee.