

Procedure: Volunteers in support of Advancement

Purpose

To outline the procedures for establishment, activity and conduct of volunteers in support of Advancement.

Definitions

Volunteers are non-remunerated individuals that help ANU engage with potential donors to solicit donations to the University that will enhance its vision and mission.

Development Board is a group of volunteers in support of Advancement established under a written terms-of-reference.

Philanthropic Goals are the fundraising objectives of the University, as outlined in the ANU Philanthropy Strategy.

Procedure

Individual volunteers

1. Individual volunteers are eminent people who are leaders in their fields, who support the philanthropic goals of ANU and who are committed to working with ANU to see those goals realised.
2. Individual volunteers are invited by a member of the University Executive Leadership Team, a College Dean, or Head of School as appropriate, to work on particular projects or link ANU with their networks to further philanthropic goals.

Membership of Development Boards

3. Development Boards are comprised of eminent people who are leaders in their fields, who support the philanthropic goals of ANU and who are committed to working with ANU to see those goals realised.
4. Membership of each Board is by invitation of a member of the University Executive Leadership Team, a College Dean, or Head of School as appropriate.

5. The Chair of the Development Board in the first term for the Board is the Dean of the relevant College, appointed by the Vice-Chancellor.

Focus of activities

6. Each Board will focus its efforts outwards, working to make contacts among external sources of support for ANU.

Term of office

7. Individuals by mutual agreement according to scope of project or philanthropic goal.

8. A three-year term for Development Board members by mutual agreement.

9. A sunset clause may apply to particular Development Boards dependent on the particular scope of a project or philanthropic goal.

Operating procedures

10. Board members are volunteers for ANU and are not remunerated.

11. The Chair of a Development Board is responsible to the Vice-Chancellor, the Deputy Director (Operations), Alumni Relations & Philanthropy, and the appointing member of either the University Executive Leadership Team, College Dean, or Head of School that appointed them.

12. The Vice-Chancellor has the authority to review and determine a change of Chair or members at any time, after raising concerns and actioning a constructive remediation plan with the Chair.

13. The University reserves the right to cease working with a volunteer or volunteers.

Meeting frequency

14. At least 3 times per year, of 2 hours duration each.

Board member expectations and code of conduct

15. Members must commit:

- to make or secure a significant initial financial contribution, in accordance with individual circumstances, in support of the University's philanthropic goals;
- to undertake to identify and introduce potential donors to ANU, and to become directly involved where desired in the process of developing the University's relationship with them;

- to help expand the University's network of donors and key volunteers;
- to act as an ambassador for the University, helping wherever possible to raise awareness of the University's work with others in a position to influence our success;
- to be accessible by telephone or e-mail between meetings and implement agreed specific actions on the University's behalf between meetings;
- to avoid and declare conflicts of interest;
- to exercise discretion in the use and communication of Board business;
- undertake all volunteer activities and interactions with the University and its staff in line with the [ANU Code of Conduct Policy](#).
- to work in accordance with the University's work health and safety policies and procedures;
- to work collegially and respectfully with other Board members, volunteers and ANU staff; and
- to act in the best interests of the University.

ANU responsibilities

16. ANU values the commitment of its supporters extremely highly and is keen to ensure that the experience is beneficial to its volunteer ambassadors as well as to ANU itself. ANU will:

- Support individual volunteers and Board members in their roles, providing bespoke written proposals and other communications collateral, in addition to practical assistance such as arranging meetings or supplying research briefings on potential donors;
- Induct individual volunteers into the University's work health and safety policies and procedures as required;
- Provide timely meeting agendas, minutes and any follow-up papers;
- Assist with and co-ordinate the planning of major gift approaches and offer practical support including workshops on how to ask for a major gift in a positive and appropriate way;
- Accompany Board Members on visits to potential donors as appropriate or requested.

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