



Partners in Aid

PARTNERS IN AID: ORGANIZATION AND STRUCTURE

1. The Board of Directors

Governance of Partners in Aid is undertaken by a Board with positions for eight Directors.

1.1 Membership of the Board

Members of the Board are appointed by election at the Annual General Meeting (AGM). Prior to the elections, any candidates nominated to become Board members for the first time will be given access to a set of PIA Policy and Procedure documents, including its Code of Conduct, and a checklist of these policies to be signed off by the recipient as each is read. The signed checklist is kept on file.

All Board members, once elected, must pass a Working with Children check.¹ If they are likely to have access to financial or personal information relating to donors or recipients of Partners in Aid funds, they should also undergo a Police Check.² New Board members are also required to sign the Partners in Aid Child Protection Policy and Partners in Aid Privacy Policy.

To fulfil its governance role effectively, the Board endeavours to access, whenever needed, the following expertise, either through the experience of the Board Directors themselves, through general Partners in Aid or Subcommittee membership, or through volunteers willing to undertake or assist with specific tasks on a one-off basis:

- i. financial expertise;
- ii. legal expertise;
- iii. specialist knowledge of compliance requirements for non-profit societies;
- iv. up-to-date knowledge of international development best practice in different contexts;
- v. fundraising / marketing expertise, and
- vi. expertise in communications.

1.2 Responsibilities of Board Directors

The core responsibilities and duties of a Partners in Aid Board Director, including duties by law, are:

- i. determining, reviewing and maintaining the vision, purpose and values of Partners in Aid;
- ii. reviewing and approving short and long-term policies and strategies;
- iii. approving project budgets;
- iv. approving any expenditure over \$500 (\$500 being the limit set for not requiring Board approval);
- v. risk oversight;
- vi. providing a check on the integrity of external financial and non-financial reports;
- vii. providing the Project Subcommittee with the support needed from the Board to coordinate projects effectively;
- viii. providing the Fundraising, Marketing and Communications Subcommittee with the support needed to implement fundraising, marketing and communications strategies;

- ix. reviewing the monitoring of Partners in Aid projects, in order to satisfy itself that Partners in Aid and the projects it sponsors are being properly managed, and
- x. supporting effective engagement with key stakeholders/external governing bodies.

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1.3 Operating Principles of the Partners in Aid Board

- i. The Board of Directors meets bi-monthly, or more often if needed.
- ii. A quorum is a majority of Board members.
- iii. The Board will elect a chair, vice chair, secretary and treasurer at the Partners in Aid Annual General Meeting.
- iv. Board members will declare conflicts of interest at the beginning of any meeting and absent themselves from the relevant discussion or decision.
- v. Minutes of meetings are taken by the Board Secretary and stored on the Partners in Aid Dropbox file.
- vi. In all its decision-making, the Board is bound by the principles espoused in the Code of Conduct of the Australian Council for International Development, must abide by the laws of the Commonwealth of Australia and State of Victoria, and will adhere to all Partners in Aid Policies and Procedures.
- vii. The Board Executive confers between Board meetings in order to set the Board meeting agenda, taking into account the governance calendar, and handle any urgent Board matters that might occur between Board meetings.

2. Partners in Aid Project Coordinators

Project Co-ordinators are the first direct point of contact between Partners in Aid and Project Organizations. The Project Co-ordinators will work with Partner Organizations to ensure that the latter's reports, budgets and financial acquittals are received by Partners in Aid in a timely manner. They will review all incoming project documents and make recommendations to the Project Subcommittee based on their reviews.

Project Co-ordinators will also endeavour to make annual visits, where feasible, the project sites to review and assess project progress, and ensure that Partner Organizations are operating in accordance with relevant Partners in Aid policies so far as joint projects are concerned. Such visits will be made at Project Co-ordinators own expense. should annual visits not prove feasible, at least one visit must be made during the project cycle, unless safety concerns preclude such a visit.

Project Co-ordinators are confirmed at the Annual General Meeting each year and their appointments are ongoing unless the Coordinator resigns the role or the Board determines otherwise.

3. Partners in Aid Subcommittees

Two subcommittees handle operational matters and report to the Board accordingly, namely:

- i. Projects Subcommittee, and
- ii. Fundraising, Marketing and Communications Subcommittee.

3.1 The Projects Subcommittee: Responsibilities and Membership

The Projects Subcommittee was established by the Board to oversee the implementation of the core business of Partners in Aid, which is to support projects and child education sponsorship programs through our Partner Organizations.

The core responsibilities and duties of the Projects Subcommittee are:

- i. informing the Partners in Aid Board of the progress and development of each project;
- ii. reviewing existing projects and proposing changes and improvements if appropriate;
- iii. providing the Board with recommendations in relation to the management of each project;
- iv. providing regular reports to the Board on financial acquittals for projects;
- v. advising the Board on any policy, strategy or key decisions needed in relation to projects in general;
- vi. providing the Board with any new project proposals along with an assessment, ensuring that any proposal for a new project has been reviewed in light of Partners in Aid policies and procedures and of expert advice, if appropriate, before making recommendations to the Board about its acceptance or rejection;
- vii. liaising with the Fundraising, Marketing and Communications Subcommittee to assist fundraising and communication activities;
- viii. implementing policy changes as directed by the Board, both within Australia (i.e. in partner and project agreements) and in conjunction with Partner Organizations where changes are required in-country, and
- ix. ensuring all partnerships and projects comply with the principles espoused in the Code of Conduct of the Australian Council for International Development, abide by the laws of the Commonwealth of Australia and State of Victoria, and adhere to all Partners in Aid Policies and Procedures.

Membership of the Projects Subcommittee must include all Project Coordinators, two Board members who may be Project Coordinators, and up to five volunteers who support the work of the Project Coordinators.

3.2 The Fundraising, Marketing and Communications Subcommittee: Responsibilities and Membership

The Fundraising, Marketing and Communications Subcommittee was established by the Board to develop and deliver a fundraising and marketing strategy and a communications strategy.

The core responsibilities and duties of the Fundraising, Marketing and Communications Subcommittee are:

- i. developing a fundraising and marketing strategy for Board approval;
- ii. developing a communications strategy for Board approval;
- iii. overseeing the Partners in Aid fundraising program;
- iv. maintaining the Partners in Aid website and social media presence;
- v. producing a quarterly membership newsletter;
- vi. producing any other membership communication document as required;
- vii. providing the Board with recommendations in relation to fundraising, marketing and communications;
- viii. liaising with the Board on implementation of the fundraising and marketing strategy;
- ix. liaising with the Board on implementation of the communications strategy, and
- x. providing the Board with recommendations for policy direction.

Membership of the Fundraising, Marketing and Communications Subcommittee must include at least one Board member and up to 5 volunteers with an interest or expertise in fundraising, marketing or communications. The Board member(s) will be appointed each year at the Annual

General Meeting and other members drawn from the Partners in Aid supporters and members as appropriate.

3.3 Operating Principles of the Subcommittees

- i. The Subcommittees will meet bi-monthly, or more often if needed.
- ii. A quorum is a majority of Subcommittee members.
- iii. The Subcommittee will elect a chair and secretary annually. The Board member on the Subcommittee will report on the latter's work to the Board.
- iv. Subcommittee members will declare any conflicts of interest at the beginning of any meeting and absent themselves from the relevant discussion or decision.
- v. Minutes of meetings will be taken by the Subcommittee secretary and stored in the Partners in Aid Dropbox.
- vi. The Subcommittees will liaise with each other as appropriate.
- vii. All Subcommittee members must have a Working with Children Check and must sign the Partners in Aid Child Protection Policy and the Partners in Aid Privacy Policy.
- viii. The Subcommittees will adhere to all Partners in Aid policies and procedures.

4. Volunteers Assisting Partners in Aid

The Partners in Aid Board welcomes the active involvement of volunteers in Partners in Aid activities in three ways:

- i. members willing to help with routine administrative tasks in Melbourne;
- ii. volunteers, authorised by a motion of the Board, willing to run ongoing support groups able to raise funds or organise information sessions (such volunteers are usually not authorised to collect donations, but may use the normal donation process to direct funds to Partners in Aid), and
- iii. volunteers who, through membership of a Subcommittee, help drive the implementation of an element of the Partners in Aid strategic plan.

Details concerning the selection and procedures relating to volunteers are outlined in the Partners in Aid Volunteer Policy and Procedures

5. Partners in Aid Membership

Membership is open to anyone interested in helping Partners in Aid achieve its goals, pending formal acceptance by the Board. A membership fee is payable annually.