



**Partners in Aid**

AUSTRALIA

## **PARTNERS IN AID: ORGANISATIONAL STRUCTURE**

### **1. The Board of Directors**

Governance of Partners in Aid is undertaken by a Board with positions for up to eleven Directors.

#### ***Membership of the Board***

Members of the Board are appointed by election at the Annual General Meeting (AGM). All Board members, once elected, must obtain a Working with Children Check, a National Police Check, and a Director Identification Number (DIN). They must also sign a Criminal Record and Personal Insolvency Declaration and provide two referees who can be contacted verbally for interview. Once elected to the Board, they are provided with a Board Manual which outlines, *inter alia*, Partners in Aid's Code of Conduct and Guiding Principles,

#### ***Responsibilities of Board Directors***

The core responsibilities and duties of a Board director, including duties by law, are:

- determining, reviewing and maintaining the mission, purpose and values of PIA,
- reviewing and approving short and long-term policies and strategies, and regularly reviewing at Board meetings progress with respect to the PIA Strategic Plan,
- ensuring adherence to policies and the Constitution,
- approving project budgets,
- approving any expenditure over \$500,
- providing risk oversight, including ensuring regular reports to the Board on necessary updates to the Risk Management Framework, on any risks outlined in the Framework that are ongoing, and on any issues with respect to adherence to the latter or to new risks added to the Framework,
- ensuring that the integrity of external financial and non-financial reports is checked,
- reviewing the design, associated risk and monitoring of possible new and existing PIA projects, after considering any recommendations of the Project Advisory Group, to satisfy the Board that the projects that PIA supports are and will continue to be effectively managed,

- ensuring that PIA never inadvertently contributes to funding any activity that violates Australian laws or the laws of the countries in which it operates, or activity that brings the organisation into disrepute, such as terrorism or money laundering,
- ensuring compliance with external agencies such as ACNC, ACFID and ASIC,
- approving any fundraising plans,
- ensuring that the recruitment and induction of new Board and Project Advisory Group members is carried out in accordance with the People Safeguarding (Human Resource) Policy,
- supporting effective engagement with key stakeholders.

All directors are requested to undertake online cyber security training.

As Partners in Aid is a purely voluntary organisation, a range of operational tasks that would normally be undertaken by staff are undertaken by Board members in addition to their carrying out the core duties of a director.

### ***Operating Principles of the Partners in Aid Board***

- The Board of Directors meets monthly, or more often if needed.
- A quorum is a majority of Board members.
- The Board elects a chair, secretary and treasurer at the Annual General Meeting.
- Board members must declare any conflict of interest at the beginning of any meeting and absence themselves from any relevant discussion or decision.
- Minutes of meetings are taken by the Board Secretary and stored on SharePoint.
- 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's policies and procedures.
- Project Coordinators attend alternate Board meetings in an advisory capacity, and report on the progress of the projects which they are coordinating.

## **2. Partners in Aid Project Coordinators**

Project Coordinators are the first direct point of contact between Partners in Aid and overseas NGOs implementing projects supported by Partners in Aid. The Project Coordinators work with these NGOs to offer whatever support they can, and to ensure that the latter's reports, budgets and financial acquittals are received by Partners in Aid in a timely manner. They review all incoming project documents and make recommendations to the Board based on their reviews.

Project Coordinators also endeavor to make annual visits, where feasible, to the project sites to review and assess project progress and ensure that the implementing NGOs are operating in accordance with relevant Partners in Aid policies so far as joint projects are concerned. 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 Coordinators are confirmed at the Board meetings and their appointments are ongoing unless a Coordinator resigns, or the Board determines otherwise.

### **3. The Project Advisory Group**

Project Advisory Group membership consists of Project Coordinators and anyone on the Board who may have a particular interest in ongoing projects and wishes to join. It facilitates the implementation of the core business of PIA (i.e. the support of projects and sponsorship activities). It operates independently in an advisory capacity and meets wherever there are specific project-related issues on which the Board needs to be advised (e.g. the review of a new proposal, changes to the project agreement requested by the implementing NGO, when problems or delays are occurring with a project implementation and need resolution). It can also advise the Board on any policy, strategy or key decisions needed in relation to projects in general. At the end of each meeting, the Group submits a brief report to the Board outlining any recommendations and the reasons for and against these recommendations.

The existence of the Project Advisory Group ensures that it is not just the Project Coordinator who is the advocate or otherwise of the project with which he/she is involved when the Board is making project-related decisions. (Project Coordinators tend to become very committed to the projects with which they are involved). Having project proposals, reports, etc. discussed by the Project Advisory Group ensures not only that such documents are viewed by several eyes, but that presentations to the Board about particular projects are not influenced by unintentional bias on the part of the Project Coordinator.

### **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:

- members willing to help with routine administrative tasks in Melbourne;
- 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
- volunteers who, through membership of a Subcommittee, help drive the implementation of an element of the Partners in Aid strategic plan.

Details concerning the 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 of \$25 is payable annually.