

RCH Philanthropic Funding Proposal Committee

Terms of Reference

Purpose

The RCH Philanthropic Funding Proposal Committee was established to review all RCH Foundation funding proposals and make recommendations to the Chief Executive Officer regarding submissions to the RCH Foundation Grants Committee.

Objectives

The primary objectives of the RCH Philanthropic Funding Proposal Committee are to:

- Ensure that proposals are consistent with the RCH Strategic Plan and Annual Business Plan.
- Ensure all financial implications, including staffing, maintenance contracts and space have been identified and addressed.
- Provide guidance regarding prioritisation of key areas of clinical, education and research needs

Roles & Responsibilities

Activities of the RCH Philanthropic Funding Proposal Committee:

- Review all proposals for funding over \$5,000
- Where proposals are under \$100,000 and tied to a specific donor/s, review is delegated to the Chair of the RCH Philanthropic Funding Proposal Committee then to the RCH Chief Executive Officer
- Identify priorities for improvement
- Maintain oversight of reporting for all successful proposals
- Communicate decisions and outcomes to applicants

Membership

Membership of the Committee shall consist of:

- Executive Director Medical Services and Clinical Governance and Chief Medical Officer (Chair)
- Chief Operating Officer
- Executive Director Strategy and Organisational Improvement
- Executive Director Nursing and Allied Health and Chief Nursing Officer
- Executive Director People and Culture
- Chief Financial Officer
- Chief of Medicine
- Chief of Surgery
- Chief of Critical Care
- Representatives from Campus Partners; Murdoch Children's Research Institute, University of Melbourne Department of Paediatrics and the RCH Foundation

By Invitation

- Other members of the RCH team based on the committees requirement for expertise on the subject matter

Reporting

The RCH Philanthropic Funding Proposal Committee reports to the Chief Executive Officer

Meetings

Meetings will be held monthly, or as required. A quorum shall comprise the Chair or Acting Chair and three other members. Items may be held-over if key group members are not in attendance. Outstanding issues may be resolved between meetings by circular resolution.

Review of Terms of Reference

To be reviewed annually in January.