

ADVANCEMENT STEERING COMMITTEE
CONSTITUTION

Commencement Date: 30 June 2015

1. Establishment

- 1.1. The Advancement Steering Committee (the Committee) was established by the Planning and Management Committee at its meeting (05/15) held on 30 June 2015 (Resolution PMC 45/15).
- 1.2. Acknowledging that the Curtin University Foundation Board manages and applies the Foundation ensuring the purposes of *Statute No. 14 - Curtin University of Technology Foundation* are achieved, the Advancement Steering Committee will monitor advancement activities and provide advice and cross-University involvement in alumni relations and fundraising activities.

2. Functions

2.1. The Advancement Steering Committee shall:

- 2.1.1. Provide advice to the Vice-Chancellor on key Advancement issues which have university-wide implications.
- 2.1.2. Provide advice to the Vice-Chancellor on fundraising and engagement priorities.
- 2.1.3. Provide advice to the Vice-Chancellor on opportunities and ideas in relation to fundraising activities and strategies to engage alumni, businesses, organisations and the community.
- 2.1.4. Provide guidance and advice to the Vice-Chancellor on issues affecting Advancement such as external drivers or resourcing.
- 2.1.5. Serve as Advancement leaders, advocates and ambassadors across the University and externally.

3. Reporting obligations

- 3.1. The Committee will report twice yearly to the Planning and Management Committee.
- 3.2. Reports will be in the form of minutes and/or special reports.

4. Relationship to other Boards/Committees

- 4.1. The Vice-Chancellor, as Chair of the Committee, will report to the Curtin University Foundation Board on activities undertaken and strategies developed to achieve the objects and purposes of the Foundation.

5. Membership

5.1. The Committee Members are as follows:

- 5.1.1. Vice-Chancellor (as Chairperson);
- 5.1.2. Provost, or nominee;
- 5.1.3. Deputy Vice-Chancellor International, or nominee;
- 5.1.4. Deputy Vice-Chancellor Research, or nominee;
- 5.1.5. Vice-President Corporate Relations;
- 5.1.6. Chief Advancement Officer;
- 5.1.7. Pro Vice-Chancellor Business and Law, or nominee;
- 5.1.8. Pro Vice-Chancellor Health Sciences, or nominee;
- 5.1.9. Pro Vice-Chancellor Humanities, or nominee;
- 5.1.10. Pro Vice-Chancellor Science and Engineering, or nominee;
- 5.1.11. One International Pro Vice-Chancellor, or nominee (appointed by the Committee, for a term of two (2) years);
- 5.1.12. John Curtin Gallery nominee.

6. Attendees

6.1. The Committee attendees are as follows:

- 6.1.1. Director, Development;
- 6.1.2. Director, Alumni and Advancement Services;
- 6.1.3. Manager, Advancement Support;

7. Quorum

7.1. The quorum for a Committee meeting is to be not less than one-half of the total number of members of the Committee, excluding:

- 7.1.1. any vacancy in the membership of the Committee; and
- 7.1.2. any Committee member who has an approved leave of absence.

8. Executive support

8.1. Executive support for the Committee will be provided from within University Advancement.

9. Meetings

9.1. The Committee shall meet twice per year. The Committee may meet at other times in order to effectively meet its responsibilities.

10. Review

10.1. The Committee will formally review the Constitution annually and confirm its appropriateness.

REVISION HISTORY:

Revision Ref No.	Approved / Rescinded	Date	Committee / Board	Resolution Number	Document Reference
Established	Approved	30/06/2015	Planning and Management Committee	PMC 45/15	Attachment A to Item 7
Revised	Approved	28/06/2016	Planning and Management Committee	PMC 58/16	Attachment A to Item 15
Revised	Approved	22/02/2018	Planning and Management Committee	PMC 16/18	Attachment A to Item 19.1
Revised	Approved	18/09/2018	Planning and Management Committee	PMC 94/18	Attachment A to Item 11.2