

Basketball Association of Newcastle Limited



Community Foundation Committee Charter

Version:	1.0
Date of Approval:	26/06/2025
Reviewed:	By 30/06/2026
Reference Authority:	BANL Board

Community Foundation Committee Charter

1. Charter

- 1.1. The Community Foundation Committee ("**Committee**") is a committee of the Basketball Association of Newcastle Limited ("**Board**").
 - 1.2. This Charter sets out the purpose, roles, responsibilities, composition, and meeting procedures of the Committee.
 - 1.3. This Charter is subject to the relevant provisions of the Constitution and any Board-approved policies.
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2. Purpose and Authority

- 2.1. The Committee is established to:
 - 2.1.1. Provide oversight and leadership of the Community Foundation program.
 - 2.1.2. Ensure that the Foundation's operations and funding decisions align with its strategic goals and community values.
 - 2.1.3. Assess, recommend, and monitor the distribution of funds through the Community Foundation Grant Program.
 - 2.1.4. Promote equitable access and culturally grounded participation, with particular attention to underrepresented communities.
 - 2.1.5. Advise the Board on initiatives that strengthen community relationships and long-term sustainability.
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3. Role of the Committee

- 3.1. The Committee is authorised to:
 - 3.1.1. Develop and maintain transparent, fair, and accessible grant processes.
 - 3.1.2. Review and assess grant applications and make funding recommendations to Management.
 - 3.1.3. Monitor the outcomes of funded projects and ensure alignment with funding guidelines.
 - 3.1.4. Communicate funding decisions and relevant observations to Management, who will manage applicant communications.
 - 3.1.5. Recommend strategies to enhance community engagement, fundraising, and awareness.
 - 3.1.6. Undertake other responsibilities as delegated by the Board or Management.
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4. Responsibilities of the Committee

- 4.1. **Grant Program Management**
 - 4.1.1. Promote the Foundation and funding opportunities across diverse community groups.
 - 4.1.2. Maintain clear guidelines for eligibility, assessment, and reporting.

- 4.1.3. Review all eligible applications and assess based on criteria such as community impact, alignment with Foundation values, and feasibility.
 - 4.1.4. Provide recommendations to the Management on grant approvals and funding allocations.
 - 4.1.5. Maintain a record of all applications reviewed, assessment outcomes, and recommendations provided to Management.
 - 4.2. **Community Engagement and Partnerships**
 - 4.2.1. Build relationships with local service providers, including educations, Aboriginal and Torres Strait Islander organisations, and other stakeholders.
 - 4.2.2. Ensure culturally safe and inclusive engagement in all Committee activities.
 - 4.2.3. Identify partnership opportunities to expand the impact of the Foundation.
 - 4.3. **Fundraising and Awareness**
 - 4.3.1. Support fundraising activities and campaigns that align with the Foundation's mission.
 - 4.3.2. Recommend strategies to increase the Foundation's visibility and community support.
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5. Membership

- 5.1. The Community Foundation Committee shall comprise a mix of Board representatives and community members, aiming to reflect the Foundation's purpose and community connection. Membership will generally include:
 - Up to two (2) Board Directors
 - At least one (1) Life Playing Member
 - At least one (1) Life Member
 - At least one (1) Junior Club Member representative
 - 5.2. The Committee may also invite additional individuals to join as members or observers, either on a time-limited or ongoing basis, to provide specific expertise, represent underrepresented communities, or support particular initiatives.
 - 5.3. Committee membership is intended to reflect the Foundation's commitment to inclusive and community-grounded decision-making. Where a member's original role changes (e.g. a Board member transitions off the Board), the individual may remain on the Committee as a community representative, subject to Committee and Board agreement, to retain continuity and preserve valuable knowledge and relationships.
 - 5.4. To ensure continuity, member terms will be staggered wherever possible. Initial terms will be allocated in such a way that no more than half of the Committee rotates off within the same 12-month period. Members will be appointed for terms of up to two (2) years, with the option for renewal. The Committee will seek to maintain a diversity of perspectives, cultural backgrounds, and experiences in its membership.
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6. Meeting Proceeding

- 6.1. The Committee will meet at least quarterly and as needed.
 - 6.2. Meetings may be held in person or virtually.
 - 6.3. A quorum shall be a majority of appointed members.
 - 6.4. Minutes and decisions will be recorded.
 - 6.5. The Committee may form working groups or seek external input as required.
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7. Charter Review

- 7.1. This Charter will be reviewed annually or as directed by the Board
- 7.2. Amendments must be approved by the Board.