



community sponsorship advisory committee terms of reference CSAC

Updated January 2007

introduction

This document comprises the Terms of Reference for the COMMUNITY SPONSORSHIP ADVISORY COMMITTEE'S (CSAC) in Melbourne, Geelong and Perth of Dnister Ukrainian Credit Cooperative. It establishes the authority, responsibility and accountability conferred on the Committee.

general objective

1. The Advisory Committee (CSAC) is to assess and prioritise Dnister funding applications and provide recommendations for to the allocation of sponsorship funds;
2. To Improve and enhance communications between Dnister's Board of Directors, Dnister's Management, and the Ukrainian Community.

background

As part of the new sponsorship programme introduced in 2003, it was agreed that Dnister would establish "a Community Elected Advisory Committee" consisting of eligible persons who are community focused and are able to provide recommendations without bias that address the broader Ukrainian Community and recommend sponsorships across all community based groups, based on the projects proposed in the application. Proposed members of the committee are nominated by individuals then are elected by members of the community who represent key Ukrainian organisations. These Terms of Reference define the scope that Advisory Committees will cover.

specific objectives

The objectives of CSAC will include the following:

- Assess annual applications for funding. Only applications supplied via the Dnister Marketing Department will be considered.
- Provide recommendations and prioritise sponsorship applications and recommend funding to only those applications which fit the criterion and are valuable projects for the overall community.
- Incorporate information and prioritisation of important events and trends in the Ukrainian community where funding should be allocated.
- Inform Dnister of any issues or concerns that may result from specific applications.
- Maintain an independent and unbiased view on all applications and proposals.
- Contribute to the maintenance of the program by providing feedback on processes, propose changes to improve processes and communication.
- Assist community groups by maintaining open communications and availability to discuss / assist with processes.
- Recommend the retention of funds to the Dnister Foundation, where residue funding may be stored for future applications.

powers

CSAC will have no executive powers with regard to its findings and recommendations. Its role is to provide the Dnister Board with the committee's views on the prioritisation of applications. The Dnister Board has complete discretion regarding the allocation of sponsorship funding and structure of the program.

membership

- All CSAC nominees must be members of Dnister
- Dnister members may nominate individuals to serve on the CSAC.
- There will be a minimum of three members and maximum of seven, elected by the community and approved by the Board.
- A Chairperson is to be elected by the CSAC who will be responsible for co-ordinating and conducting the meetings.
- The Term of office will be 3 years. Members may be re-elected by the community for further terms of office.
- The Dnister Board will appoint a facilitator who will work with the CSAC Chairperson.
- All members will be elected to the advisory committee on the basis that each is an individual representing the broader community, and do not represent a specific organisation or community group. However, to ensure equilibrium of community expertise and broad input from key organisations a minimum of 1 representative is required from the following community groups – Catholic, Orthodox, Ukrainian Youth Association and Plast Ukrainian Scouts Association.
- Elected persons are asked to actively contribute and participate in the committee's function to ensure that it maintains a broad view of the community and the community's needs.
- Members are elected as individuals and cannot appoint alternate members to the Advisory Committee if they are unable to contribute or attend meetings.

relationship of the CSAC

- CSAC will generally communicate to the Board of Dnister via the General Manager and / or Marketing Manager.
- The CSAC chairperson will be responsible to ensure that the final recommendations and prioritisations of CSAC are notified to the Dnister General Manager or Marketing Manager by the nominated date being **Monday 14th May 2007**.

confidentiality

All members of the CSAC must sign a confidentiality agreement upon commencement of their term and must treat as confidential all information disclosed to them, made known to them in the course of carrying out their duties. The confidential information includes:

- All particulars disclosed in the submissions by community groups and individuals.
- Other information given to the CSAC to assist in their assessments of the applications.
- Any exchange of information between Dnister and the CSAC relevant to the applicant and applications.