

MANNINGHAM U3A INCORPORATED

ASSISTANCE TO OUTSIDE ENTITIES POLICY

Introduction

1. Manningham U3A Incorporated is conscious that the nature of its members is such that it may be targeted by others as a convenient collection point for various charities and similar entities, and/or as a convenient reference point in organising the collection or raising of funds. There is no doubt that many organisations have worthy aims and in many cases support by individuals is to be encouraged.

Becoming involved in such arrangements for an entity may be perceived by members as an invitation to other entities to do likewise. It is essential to control and limit the establishment of relationships with entities as to do otherwise can lead to a shift in focus of Manningham U3A Incorporated. Further, Manningham U3A Incorporated as an entity does not want to be exposed to risks associated with processing of monies except as related to U3A specific activities.

Purpose

2. The purpose of this policy is to document the framework that Manningham U3A Incorporated will apply when agreeing to assist outside entities.

Policy

3. This policy applies to all instances in which Manningham U3A Incorporated will assist outside entities. It encompasses formal arrangements and informal arrangements whereby members on or adjacent to Manningham U3A Incorporated premises may be approached by U3A members or others. This includes matters such as a collection tin being placed in or adjacent to reception
4. Appendix 1 lists those entities to whom assistance will be given, including any conditions which apply.
5. If an entity does not appear on the appendix of approved charities then Manningham U3A Incorporated will not provide any assistance unless a requested has been submitted and approved by the Committee of Management, as set out in points 12 and 13 below.
6. The associated entity must not refer to Manningham U3A Incorporated either directly or indirectly without specific written permission from the Committee of Management.
7. Manningham U3A Incorporated will not be responsible for security issues, and will not allow any member to be exposed to risk as a consequence of providing assistance; a consequence is that fund raising appeals and activities involving payment are most unlikely to be approved by the Committee of Management.

8. An entity can only be included on the list after formal approval by the Committee of Management. This is unlikely to occur without a written submission to a scheduled Committee of Management meeting.
9. In any one year the number of assistance projects will be minimal, the current maximum being two.
10. The Manningham U3A Incorporated's Committee of Management recognises that on occasions the rationale behind assistance is such that a decision cannot be deferred until the next scheduled Committee of Management meeting (e.g. assistance for victims of a disaster). A decision by the Committee of Management may be reached by either a special meeting being held or electronic (emailed) vote. This may only occur following the written agreement of any two elected members of the Committee of Management.
11. This Policy is subordinate to other Policies of Manningham U3A Incorporated including Privacy Policy in particular.

Procedures:

12. Members of Manningham U3A Incorporated may submit a request seeking assistance for an outside entity provided it is in writing and signed by at least two members and one member of the Committee of Management.
13. The written submission must be brief and should include the following as a minimum:
 - a) Name of Entity
 - b) Details of Assistance Sought
 - c) If a collection box or similar is required, where will it be placed, and for how long
 - d) Purpose of Appeal
 - e) Any publicity material
 - f) Timing, including start and end dates, and frequency of assistance.
 - g) Name, address, email address and telephone number of persons submitting request
14. The request will be submitted to the Secretary who will be responsible for distributing copies to members of the Committee of Management within reasonable time.
15. The Committee of Management will discuss the request at its next meeting when practicable and will advise those submitting the request of the outcome within the next week, possible outcomes being as follows.
 - approved as submitted
 - approved with conditions attached
 - not approved
 - not approved but can be resubmitted with further information

There is no obligation on the Committee of Management either collectively or individually to provide details as to the rationale behind the outcome.

Responsibilities:

16. Manningham U3A Incorporated's Committee of Management is responsible for developing, adopting, implementing, promoting, reviewing and, where appropriate, updating this policy.

17. Manningham U3A Incorporated's Secretary is responsible for receiving inquiries about this policy or a potential breach of this policy.

Authorisation

18. This policy was adopted by the Committee of Management of Manningham U3A Incorporated, and minuted as such, on 16 November 2015.

Related Manningham U3A Incorporated Policies:

- * Privacy Policy
- * Risk Management

APPENDIX 1

ENTITIES APPROVED FOR ASSISTANCE

1. Doncare

Doncare provides support to families, the aged, youth and disadvantaged in the City of Manningham and surrounds.

Manningham U3A Incorporated supports their activities through its Doncare Food Bank project. Voluntary contributions of non-perishable food items are handed in at reception, stored on site for a short time, and forwarded to Doncare when appropriate. This can only occur in the second and fourth U3A Terms.

Monetary donations will not be accepted, whether by cash, cheque, credit card or EFT

Periodically members are reminded of the Doncare project by Class Representatives.

Although the commitment to support Doncare is ongoing, the Committee of Management has not approved indefinite support and hence confirmation of support is required each year, albeit without a formal submission.

2. Donvale Lions Club

The Donvale Lions Club collects used spectacles and sunglasses as part of the Lions Recycle for Sight Australia program. Regraded spectacles are distributed to many parts of the world to Lions Clubs, Rotary Clubs and other humanitarian organisations for distribution to poor people in need at no expense or obligation on the recipient.

For one week in each of U3A Terms 1 and 3, Manningham U3A Incorporated will assist Lions with their spectacle recycling project. Members will be asked to hand in unused spectacles at reception where office workers will place them in the labelled box provided by Lions. This box will not be on show and must be provided at least two weeks before the scheduled collection week. If the box is not provided in a timely manner, participation in the project will be cancelled for that Term.

Once the box has been provided members will be advised through their Class Representatives and perhaps by a mention on the web site.

No promotional material is to be displayed.

The first collection will be in Term 1 of 2016. There will be a second collections in Term 3 of 2016 after which the Committee of Management will review progress, possible outcomes being curtailing the project, continuing until end Term 3, 2017 with existing or changed conditions, or requesting another submission.