

# CEF Local Foundations Charter



## Purpose

This document defines the purpose and function of CEF local foundations and sets out the roles and responsibilities of both the local foundations' committees and volunteers and the national body, Country Education Foundation of Australia. The document establishes an understanding of the relationship between the two parties to ensure a collaborative, respectful and nurturing culture exists at all times.

## Background

Country Education Foundation (CEF) is a national not-for-profit organisation helping rural and regional youth access education, training and jobs through grants, scholarships, support services and resources.

CEF's local foundations across the country are run by community volunteers all with one thing in common – a passion for seeing rural and regional youth succeed. The strength and unique value of CEF is its community-based model and the national body is committed to servicing, enabling and supporting its local foundations to ensure our combined sustainability and therefore increasing our impact on the creation of positive outcomes for rural and regional students across Australia.

Local foundations engage in fundraising to provide local grants and scholarships to youth in their areas. As an organisation that receives no government funding, we can proudly claim that we are run by a committed group of family, friends and community.

CEF's national office, based in Orange, NSW, provides financial support, training and resources to this family of local foundations through seed funding, student support resources, volunteer resources, governance and compliance services, accounting, technology, event management and advocacy.

We also partner with tertiary institutions and corporate and philanthropic organisations across the country to provide additional funding and support to CEF local grant and scholarship recipients.

Currently CEF supports 45 local foundations in NSW, SA, Qld, NT and Victoria. The success of our growth strategy relies on our ability to increase this number of volunteer-run foundations across the entire country.

## Vision

CEF believes in vibrant and thriving rural and regional communities where school-leavers of any background or ability can access the services and resources they need in order to fulfil their personal potential and contribute fully to the communities in which they live and broader Australian society.

## The Parties

Country Education Foundation of Australia "CEF".

CEF local foundations with volunteer run committees and other contributing people and partners 'local foundations'.

## **Responsibilities of CEF**

- Provide access to CEF's DGR1 status for the benefit of donors and community engagement.
- Provide access to CEF's applicable insurances including but not limited to public liability for the protection and risk management of the local foundations and CEF.
- Collect and allocate donations for local foundations via our online donations portal in a timely manner.
- Provide assistance, resource sand advice in the areas of marketing, communication, financial management and compliance/governance matters.
- Supply compliant and robust constitutions and other policies for your adoption.
- Assist and support your efforts to operate, fundraise, engage and support students and adhere to CEF policies and other legislative requirements.
- Deliver regular forum and/or state and national conference opportunities.
- Negotiate national partnerships which may benefit local foundations financially or otherwise and allocate funds accordingly.
- Value local foundations and their volunteers, represent them in a positive light at all times and commit to consultation and collaboration at all times.
- Deliver and maintain an accurate and well-functioning website (and other assets and resources) to enable effective and efficient local foundation operation.
- To communicate regularly and in a timely manner new initiatives, developments and general news important to effective local foundation knowledge and operation.
- Provide a dedicated staff in the national office to assist, advise, consult with and help nurture local foundations.
- Share all relevant information on partnerships, funding opportunities and community-based programs via education partnerships.

## **Responsibilities of the Local Foundation**

- To observe and share the vision of CEF and promote an ethical and nurturing culture which values diversity, aspiration, transparency and collaboration in its local community.
- To commit thoroughly and passionately to supporting students to drive better outcomes for them in all areas of further education and training.
- To adopt the CEF local foundation constitution – as per your applicable state or jurisdiction.
- To observe and adhere to the various procedures and policies of CEF.
- To portray CEF in a positive light at all times.
- To work to adopt the CEF naming protocol and promote the brand of CEF effectively.
- To contribute a percentage of donations and fundraising income, as required and defined in the procedures manual, to CEF on a timely basis
- To maximise the reach and efficacy of the applications, grant-making and reporting functions of CEF via to CEF provided online local foundation portal and website.
- To work collaboratively and respectfully with all stakeholders including CEF board and staff, donors, partners, supporters, education and training institutions and fellow volunteers and committee members.
- To commit to sustainable local fundraising and/or revenue generation to ensure longevity of grant making in their local community.
- Undertake a risk assessment and review regularly.
- Commit to active succession planning.
- To strive to come together as a group of local foundations with CEF when possible to discuss ways to improve CEF as a whole, share ideas and offer peer support to each other.
- Commit to regular two-way communication with CEF to ensure we can work together to address challenges and celebrate achievement and milestones.
- Share all relevant information on students and other applicable stakeholders.