

The Victor Chang Foundation Grants Committee Charter



1 Role of the Victor Chang Foundation Grants Committee (“Committee”)

1.1 Role of the Grants Committee

The Committee is a Sub-Committee of the Board of The Victor Chang Foundation (“VCF”). The role of the Committee is to:

- i. Vet requests for grants
- ii. Audit and assess applications
- iii. Select applicants for both the VCF General Grants and the VCF Surgical Fellowships.

The Committee is initially tasked with creating detailed guidelines (documents), strategies and activities around the assessment of grant applications and acquittal forms in relation to both VCF General Grants and VCF Surgical Fellowship Grants. This includes the actual creation of an Application Form and an Acquittal Form for both VCF General Grants and the VCF Surgical Fellowship.

1.2 Powers (Delegation)

- (a) The Committee must exercise the powers delegated to it in accordance with any directions, strategies, objectives or policies of the Board.
- (b) Recommendations of the Committee shall not be binding on VCF unless the recommendations are approved by the Board.

2 Responsibilities of the Grants Committee

2.1 Grant-making strategy

The Committee will propose a grant-making strategy (including for the VCF Surgical Fellowship), action plan and budget to the VCF Board in alignment with VCF’s Vision, Mission, Aims and Objectives.

2.2 Applicants & Fellows - research

The Committee will undertake:

- i. audits of grant and fellowship recipients;
- ii. identify specific, potential recipients;
- iii. provide specific advice around how to administrate, approach, evaluate each recipient, facilitate and/or attend meetings with potential recipients (if required).

2.3 Expenditure

The Committee will assess and recommend how grant/fellowship funds are to be allocated/administered. All recommendations made by the Committee will be reported to the Board for discussion and decision-making at the next Board meeting.

3 Membership

3.1 Composition and Size

The Committee shall consist of a minimum of three members including:

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- i. at least one Director from the VCF Board
- ii. one member who has experience in the field of mechanical assist devices and
- iii. one member who is a cardiac surgeon or cardiologist.

It may be that the majority of members are also on the VCF Board, however independent, external representatives are welcome when a relevant understanding of VCF's work is required.

3.2 Appointment

The Board shall appoint, replace or remove members to and from the Committee and review the composition of the Committee biennially.

3.3 Chair

The Chair of the Committee will be a member of the VCF Board appointed by the VCF Board and who is not the Chair of the VCF Board.

3.4 Commitment of Committee members

Committee members must devote the necessary time and attention for the Committee to carry out its responsibilities. This is a mandatory requirement for being a member of the Committee

3.5 Secretary

The Committee Secretary will be appointed by a resolution of the Committee.

4 Committee meetings and processes

4.1 Meetings

The protocols of Committee meetings, and their conduct, will be consistent with generally accepted good governance practices.

4.2 Frequency and calling of meetings

- (a) The Committee will meet at least 4 times a year, or more frequently as circumstances dictate.
- (b) Meetings may be face-to-face, or via telephone or video conference as considered appropriate by the Committee Chair.
- (c) A member of the Committee may request that a meeting of the Committee be convened.
- (d) The Committee Chair should consider calling an unscheduled meeting if requested to do so by a Committee member or by a Director of the VCF Board.

4.3 Quorum

Two Committee members constitute a quorum for meetings of the Committee.

4.4 Attendance by management, external stakeholders and other Committee members

- (a) The Chair is expected to attend each scheduled meeting of the Committee.
- (b) The Committee Chair may also invite other VCF Board Directors, who are not members of the Committee, to attend meetings of the Committee.
- (c) The Committee may request others to provide such input and advice as required.

4.5 Agenda and documents

The Chairperson of the Committee determines the meeting agenda after appropriate consultation, and the Secretary will distribute the agenda and any related documents to all Committee members.

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4.6 Minutes

- (a) The Secretary will keep electronic minutes to record the proceedings and resolutions of meetings of the Committee.
- (b) The Chair of the Committee, or its delegate, will report to the VCF Board after each Committee meeting.
- (c) Minutes of Committee meetings will be included in the papers for the next VCF Board meeting after each Committee meeting.

5 Committee's performance evaluation

The Committee will review its performance from time to time and whenever there are major changes to the management structure of the VCF.

6 Review and publication of Charter

The Committee will review this Charter from time to time and report to the VCF Board any changes it considers should be made.
The Charter may be amended by a resolution of the VCF Board.

Definitions

Victor Chang Foundation General Grants are focused on funding individuals for the purposes of education and innovation. At this time, an applicant for this a General Grant may apply for funding up to \$50,000 in total.

- **Education:** Individuals in the field of medicine can apply for an education grant in order to be educated, trained or to upgrade their skills in the areas of cardiothoracic surgery, heart and lung transplantation and cardiology.
- **Innovation:** Individuals can apply for an innovation grant to facilitate innovation in the fields of cardiology and cardiothoracic surgery with a focus on heart transplantation, artificial hearts and artificial valves (mechanical assist devices).

An Australian citizen who is either a cardiac surgeon or cardiologist may also apply for a grant to fund travel overseas in order to be trained.

Although applicants may apply throughout the year, applications will only be assessed every 4 months and applicants may be asked to present their proposal to the Grants Committee. Assessment of applications for the first funding round in 2019 will begin on 1st November 2019 and successful applicants will be contacted on or before 1st December 2019. General Grants may be multi-year. Applicants are required to read the selection criteria for the Victor Chang Foundation General Grants before applying.

Victor Chang Foundation Surgical Fellowship

Victor Chang Foundation Surgical Fellowships are awarded to surgeons from Asia.

This Grant is awarded for the purpose of training in all areas of cardiac surgery, with a particular focus on heart transplant surgery, at St Vincent's Hospital, Sydney, Australia.

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Recipients will have the opportunity to gain knowledge and train under surgeons from one of the world's leading cardiac units. They will work with a cardiac surgeon/mentor at St Vincent's Hospital in Sydney for a period of one year with an option to extend depending on a review of the recipient's progress.

Fellows are regarded as a fundamental and necessary part of the cardiac unit and will play an integral, hands on role. They will be exposed to every facet of cardiac surgery and will have the opportunity to experience everything from learning cutting edge surgical techniques to participating in collection of donor organs as well as leading at team of medical staff in the operating theatre.

VCF is accepting applicants from January 2020 for a start date in 2022. Applicants are required to read the selection criteria for the Victor Chang Foundation Surgical Fellowship before applying.