



russell family fetal alcohol disorders association

In collaboration with **TRAINING CONNECTIONS AUSTRALIA**

277 Mulgrave Road, Cairns 4870 Australia

www.rffada.org

elizabeth@rffada.org

0412 550 540

RFFADA Patron Policy

Overview

This document outlines the role of patrons and the process of appointment within the Russell Family Fetal Alcohol Disorders Association Inc (rffada).

Role of Patrons

It is understood by the rffada, that Patron/s of the rffada will have a multitude of roles and responsibilities outside of the Patronage of the rffada. The duties described below are applicable only if the Patron/s' duties external to the rffada permit. The role of rffada Patron/s includes but is not limited to the following:

- enhance the status of rffada by their willingness to be publically associated with our objects and activities
- provide advice and counsel on general directions or specific activities of rffada
- attend public events of rffada as VIPs and participate in significant events
- generate media coverage and speak for the organisation in the media, and/or
- host or attend fundraising events or support fundraising activities of rffada

Patron/s do not have any responsibility for the management of the organisation and have none of the legal responsibilities of Board members.

The rffada will recognise Patron/s and their contribution both to FASD and to the rffada through citation in promotional materials, on our letterhead, website and in the annual report.

Types of Patrons

The rffada will aim to secure Patron/s from one or more of the following fields:

- Health. Medical and research
- Media
- Politics
- Business
- Sport

By having a Patron/s from a range of fields, they can be matched to particular activities or campaigns of rffada.

Patron/s will be appointed on the basis of their standing in the general community, the compatibility of their values with those of rffada and their actual or potential contribution to the vision and mission of the rffada.

Process of Appointing a Patron

The rffada constitution gives the rffada Board the power to appoint patrons at a regular meeting of the Board.

Any member of the Board can nominate a person to be a Patron by submitting an agenda paper to a Board meeting, outlining the background and qualities of the person and how they may be able to assist the rffada. Nominations will be accepted on the unanimous agreement of the Board.

People who have a connection to the rffada, the issues we work with or who is a personal contact of rffada Board members, staff etc. are more likely to agree to be Patron/s.

Following acceptance of a nomination, the person will be contacted by rffada, usually by letter, asking them to be a Patron/s and outlining the potential role and providing a background on the rffada. The letter will be signed by the President and Secretary.

Initial contact with the person or their management may be conducted by phone, usually by the rffada President. If a member of the Board (or other rffada person) has a prior association with the proposed Patron/s, they will make initial contact. Follow-up contact will also be done by the President or Secretary.

The President and Secretary should agree the type of involvement with the Patron/s and confirm this in writing with them (eg where we can use their name/image).

Patron/s would normally be appointed for a period of 3 years, with a review at the end of this time. This gives the Patron/s and the rffada and opportunity to decide if they want to continue the association. This term can be reduced by agreement if necessary.

Once the Patron/s has been confirmed, the rffada will issue a media release, and add details of the patron to promotion materials (website, letterhead).

Supporting the Patron

The rffada President will have the lead responsibility for supporting Patron/s. This will include keeping contact with them and updating them on the work of the rffada, as well as negotiating with them for their involvement in particular rffada campaigns or activities.

An annual thank you letter and certificate of appreciation, signed by the President, will be sent to all current Patron/s, along with a copy of our annual report.

Adopted by Board: 15 September 2011

