

evident Foundation Development Committee Application Information Pack

Thank you for your interest in this worthwhile opportunity to help improve the oral and dental health of Australians. We welcome you to find out more about the evident Foundation and how, as a member of the Development Committee, you can contribute to achieving the strategic goals of our Foundation.

Reporting to the Board, the Development Committee works in conjunction with the Fundraising Manager to develop and implement evident's fundraising strategy, to support the evident Foundation to help promote the prevention and control of dental and oral diseases in Victoria.

Serving on the Development Committee will provide:

- The scope to use and build your skills to contribute to the dental profession and the oral health of the community
- The opportunity to grow resources for the work of the evident Foundation
- Professional advancement and recognition
- Intellectual stimulation
- Engagement with like-minded people

Terms of Reference

- In conjunction with the Fundraising Manager, develop a fundraising strategy and recommend to the Board for approval
- In partnership with the Fundraising Manager, ensure the fundraising strategy is implemented through the evident Foundation office, providing assistance and advice where required
- Monitor and evaluate the fundraising plan
- Provide assistance to the Board and staff regarding fundraising, sponsorship and development of new projects and initiatives
- Work in partnership with the Fundraising Manager to identify and recommend suitable funding opportunities
- Assist with the development and production of marketing and promotional materials related to fundraising and sponsorship initiatives.

Membership of the Foundation Development Committee

The Foundation Development Committee comprise of five to seven members, being:

- A Board Director (who shall be the Chair)
- External members chosen for their experience and expertise in fundraising
- CEO (ex-officio)
- Fundraising Manager (ex-officio)
- Ambassador(s)

Current Committee members are:

1. Mr Ken Harrison AM, Chair and Ambassador
2. Ms Meaghan Quinn, CEO (ex-officio)
3. Mr Mark Henderson, Fundraising Manager (ex-officio)

4. Ms Karen Escobar
5. Dr Ai Lin Tan

Support provided to Committee members

The Fundraising Manager will work alongside the Committee and will assist with agenda preparation, distribution of papers, minutes and actions arising from meetings.

Committee members are not paid for their attendance at meetings, and are required to cover their own incidental personal expenses when travelling to meetings or eviDent events.

Appointments and Resignations

Appointments are offered on a three meeting probationary period, and confirmed by both parties following the probationary period.

The term of appointment is two years (renewable). Nominees must have an interest in practice based research and/ or oral health and be available to serve as a member for a minimum one period, although it is appreciated that circumstances can change.

It is hoped that members of the Committee will have experience of generating income, and be willing to engage their contacts as appropriate with a view to securing funds for the eviDent Foundation.

Committee members will be expected to be available to attend Committee meetings (approximately four times per annum) and to work in between meetings, including reviewing documents via email, presentations.

The eviDent Foundation Board reviews all Committee appointments each two years. The Board will only call for nominations to the Committee upon receipt of a written resignation from a Committee member, or if the Board terminates an appointment due to improper conduct.

The Board Director will assume the appointment of Chair, which shall be reviewed annually at the first meeting following the eviDent Foundation's Annual General Meeting.

The Committee aims to have a gender balance.

Conduct

The Foundation Development Committee is expected to operate in a transparent and accountable manner. The Foundation Development Committee, alongside the Fundraising Manager, reports to the Board about all matters, including those that have been delegated.

The Foundation Development Committee does not operate beyond its delegated authority, but rather in conjunction with the Fundraising Manager, it refers recommendations to the Board for consideration. The Committee is not a platform for members to advance their own agendas.

About the eviDent Foundation

The eviDent Foundation was established in Victoria in 2011 to promote the prevention and control of dental and oral diseases in human beings by:

- supporting dental practice based research into dental and oral disease;
- providing information about dental and oral disease, their prevention and control, to sufferers, health professionals and the general public;
- developing or providing relevant aids and equipment to sufferers of dental and oral disease;
- conducting and promoting scientific research about how to detect, prevent or treat dental and oral disease;
- training health professionals to conduct scientific research about dental and oral disease;
- evaluating health programs and processes to prevent or control dental and oral disease;
- training health professionals and carers in methods of controlling dental and oral disease;
- developing and implementing co-operative and cross-disciplinary approaches to the treatment and prevention of dental and oral disease;
- seeking funds from grant-giving bodies, trusts, foundations, corporate sponsors, members of the dental community and public; and
- doing all other lawful things that are incidental or conducive to achieving its object.

The eviDent Foundation operates through a Dental Practice Based Research Network (DPBRN) and is linked to the Australian Dental Association Victorian Branch and the Oral Health Cooperative Research Centre.

About the eviDent Dental Practice Based Research Network

The eviDent Dental Practice Based Research Network (DPBRN) aims to encourage relationships between practitioners and academic researchers. By building research capacity, eviDent facilitates and supports dental practices to produce and disseminate evidence which can translate into practice and inform policy.

eviDent identifies and targets research topics which are relevant to practitioners and policy makers. The primary objective of each study is to strengthen the knowledge base for clinical decision-making and policy setting. This is accomplished by testing and evaluating the effectiveness of strategies for the prevention and management of oral diseases and conditions.

Research topics are also submitted for consideration by eviDent members, dental practitioners and the public. eviDent projects will develop evidence-based clinical practice guidelines for use by practitioners, funding agencies, patients and others. Projects will seek to raise the profile and priority rating of oral health research on a national basis.

For information about eviDent projects go to www.evident.net.au.

For more Information about the Committee or the work of eviDent please contact Meaghan Quinn:

Email: ask@evident.net.au

Mail: PO Box 9015, South Yarra, Vic, 3141

Phone: 03 8825 4603

Fax: 03 8825 4644