

Director's Handbook
July 2020

1. ChildFund Australia Governance

- 1.1 Constitution of ChildFund Australia
- 1.2 Board of Directors contact details
- 1.3 Members of the Company
- 1.4 Years due for re-election
- 1.5 ChildFund Australia Board sub-committees
- 1.6 Guidance to the Governance Committee on the maintenance of appropriate Board membership
- 1.7 Audit, Risk & Nominations Committee charter
- 1.8 Communications & Marketing Committee Charter
- 1.9 Program Review Committee Charter
- 1.10 General Duties of Directors
- 1.11 Duties of the Chair of the Board of Directors
- 1.12 Duties of Board Committee Chairs
- 1.13 Vision, Mission and Values
- 1.14 Strategic Directions 2020-2021
- 1.15 Annual Report 2018-19
- 1.16 Certificate of Incorporation of Public Company
- 1.17 Certificate of Registration on Change of Name
- 1.18 Certificate of Registration of Trade Mark
- 1.19 Exception to use "Limited" in name
- 1.20 ACT Charitable collections licence
- 1.21 NSW Charitable Fundraising Authority
- 1.22 NT notice of fundraising permit
- 1.23 Qld Certificate of Registration as a Charity
- 1.24 SA Licence for charitable collections
- 1.25 Tas approval to solicit for charitable donations
- 1.26 Vic fundraising registration
- 1.27 WA charitable collections licence
- 1.28 Notification of ABN
- 1.29 Endorsement as a deductible gift recipient and endorsement for charity concessions

2. Management

- 2.1 Organisational structure Australia
- 2.2 Organisational structure Cambodia
- 2.3 Organisational structure Laos
- 2.4 Organisational structure Myanmar
- 2.5 Organisational structure PNG
- 2.6 Organisational structure Vietnam
- 2.7 Organisational structure Timor-Leste
- 2.8 Organisational structure ChildFund Pass It Back
- 2.9 Country & Regional office details
- 2.10 Country Office Leadership Team Terms of Reference
- 2.11 Executive Team Terms of Reference
- 2.12 Sydney Office Leadership Team Terms of Reference
- 2.13 Delegation of authority schedule

3. Programs

- 3.1 Program Handbook
- 3.2 ChildFund Australia: About ChildFund

4. ChildFund Alliance

- 4.1 ChildFund Alliance Member Organisations
- 4.2 ChildFund Alliance Strategic Plan 2016-2021
- 4.3 ChildFund Alliance Handbook 2018

5. Finance

- 5.1 Annual Financial Statements Australia
- 5.2 Country Office Financial Statements
- 5.3 Insurance Documents

6. Policies (of particular relevance to the Board)

- 6.1 List of ChildFund Australia policies, procedures and manuals
- 6.2 Child Safeguarding Policy
- 6.3 Risk Management Policy
- 6.4 Conflict of Interest Policy
- 6.5 Non Staff Travel Policy
- 6.6 Corporate Engagement Policy
- 6.7 Counter Terrorism Financing & Anti Money Laundering Policy
- 6.8 PSEAH Policy
- 6.9 Fraud & Corruption Prevention & Awareness Policy
- 6.10 Complaints Policy
- 6.11 Whistleblowing Policy

7. ACFID

- 7.1 ACFID Code of Conduct certificate
- 7.2 ACFID Code of Conduct

8. Key Contracts

- 8 List of Agreements
- 8.1 Affiliate Agreement ChildFund Australia & ChildFund International
- 8.2 ChildFund 2019-20 ANCP Grant Agreement
- 8.3 Member's Agreement between ChildFund Alliance and ChildFund Australia
- 8.4 ChildFund International Investment Grant Agreement
- 8.5 Head Agreement ChildFund Australia and ChildFund New Zealand