



Hope Vale Foundation Limited ACN 135 377 865

MISSION AND PURPOSES STATEMENT

1 Purpose of the Mission and Purposes Statement

The Hope Vale Foundation Limited ACN 135 377 865 (“**the Foundation**”) has adopted this Mission and Purpose Statement (“**Statement**”) to outline how the Foundation intends to engage with the Aboriginal community who reside in and around Hope Vale, Queensland.

This Statement is to be read in conjunction with other key governance documents that the Foundation has adopted to demonstrate compliance with the principles of good governance, the Australian Charities and Not-for-profits Commission (ACNC) Governance Standards and other applicable laws.

This Statement includes an overview of:

- The purpose and activities of the Foundation;
- the role and responsibilities of the Board of Directors (“**the Board**”); and
- the requirements and duties of the Board to help the Foundation achieve its purposes.

The Board has prepared and adopted this Statement on the basis that strong corporate governance can add to the performance of the Foundation and engender the confidence of the Foundation’s members, partners and community to which the Board is responsible (and accountable for on behalf of the Foundation) to follow this document in all its dealings.

This Statement is to be reviewed by the Board every three (3) years or as required from time to time. This Statement is to be signed by each Board member and given to and signed by all new Board members henceforth. Additionally, new Board members are to be given copies of all internal Foundation policies to ensure they are aware of the procedures outlined in each policy.

2 Purpose and activities of the Foundation

2.1 Purpose

The primary role of the Board is to ensure that the Foundation carries out its purposes as expressed in the Constitution, which are:

The Objects of the Company are:

- *to reduce and provide relief from poverty by way of providing shelter, food, clothing, basic life necessities, low interest loans and other goods and services to the local Aboriginal community of Hope Vale, Queensland;*
- *to promote and recognise the ancient lore and customs of the Guugu Yimithirr Warra Nation;*
- *to provide relief and services to domestic violence victims from Hope Vale;*
- *to provide free and low-cost transport to the Aboriginal people from Hope Vale;*

- *to assist in applications for Federal and State Government grants and provide relief to the aged and disadvantaged Aboriginal people from Hope Vale;*
- *to improve the living standard and quality of life by addressing social issues, co-operating with public and private services and organising activities to further the economic and social development of the Aboriginal people from Hope Vale;*
- *to enter into any agreements and contracts that the Company may deem desirable; and*
- *to do or perform any other act that the Company deems necessary to support these objectives*

These are the core purposes of the Foundation, noting that the wording of the objectives may change from time to time. To achieve these objectives, the Board of the Foundation be performing some of (but not limited to) the following actions:

- providing a range of support services to Aboriginal people with physical, mental, financial or other such issues in and around Hope Vale;
- developing support activities (such as fundraisers, sporting and social events) events for those living in and around Hope Vale;
- liaising with other sources and agencies to expand the accessibility of Aboriginal support services, Federal support and State support for Aboriginal people living in Hope Vale;
- promoting ongoing support and social inclusion activities as well as connection to culture and language of the Guugu Yimithirr Warra Nation to the Aboriginal people of Hope Vale;
- raising funds to assist in the achievement of the objects of the Foundation, by voluntary contributions, fundraising efforts and other appropriate means;
- acquiring, operating and maintaining such buildings, facilities, property (both real and intellectual) and any other assets the Association considers necessary to further its objectives;
- employing such persons as may be required to promote any of the above objects or to provide any service(s) in accordance with them;
- enter into any agreement or contract that the Foundation considers desirable which otherwise help achieve the objectives of the organisation; and
- any other activities that are incidental or ancillary to, and not inconsistent with, these objectives.

2.2 Not-for-profit

The Board must ensure the not-for-profit nature of the Foundation is maintained by not providing any profit, distribution or benefits to members. Should any Board member obtain a benefit or profit, or be in a position to potentially receive a benefit or profit, this must be disclosed in accordance with the Conflict of Interest Policy.

2.3 Activities

The main activities of the Foundation are raising revenue through member services,

fundraising partnerships, collaborations, donations, grants, investment and other means as permitted under the Constitution, and awarding, grants to not-for-profit and charitable organisations. These grants must be made to further the purposes of the the Foundation which all Board members must be aware of when working in their capacity as a Director of the Foundation.

3 Entity type, charity and Tax Status

To help achieve the goals outlined in the Association rules, the Foundation must always maintain its charity and tax status. Any activity the Foundation engages or offers to its members (as well as when engaging with families, carers & support personnel of the individuals) is to be approved by the the Board.

3.1 ABN

The Foundation is listed on the Australian Business Register (ABR) as: Hope Vale Foundation Limited ABN 68 135 377 865.

3.2 Entity type

The Hope Vale Foundation is an Australian Public Company limited by guarantee.

3.3 Governing Document

The Foundation is governed by a Constitution, as amended from time to time.

3.4 ACNC

The Foundation intends to apply for and be registered as a charity with the Australian Chairity and Not for Profit Commission (“**ACNC**”).

3.5 ATO

The Foundation Drop-in Centre intends to apply for and be endorsed by the ATO under Item 1 DGR as a Public Benevolent Institution for income tax exemption and intends to be GST exempt.

4 The Board Responsibilities to achieve the Foundation’s Purposes

4.1 The Role of the Baord

The role of the the Board is to govern the Foundation in such a way that it is able to pursue its purposes successfully.

The Board is responsible for and has the authority to determine all matters relating to the policies, practices, administration and operations of the organisation to ensure all acitivites and operations have a direct connection(s) with the Purposes of the Foundation.

The Board will:

- set strategies, plans and policies for the Foundation to enable it to carry out its purposes, including ensuring there are adequate resources;

- monitor and evaluate performance or impact against the purposes, strategies and goals to ensure the purposes of the Foundation are being met;
- consider adopting the viewpoints of the various stakeholders including clients, members, partners, service providers, funders, supported organisations and the social issues in the Aboriginal Hope Vale Community; and
- implement effective risk management strategies.

4.2 Committee Key Responsibilities

The responsibilities/functions of the The Board include:

- Ensuring that current Board members are not disqualified from managing a Company;
- are not currently disqualified by the ACNC Commissioner nor have been disqualified by the ACNC Commissioner at any time during the preceding 12 months;
- Board members who are under investigation and may be disqualified must resign when requested by the other Board members;
- contributing to and approving development of vision, purpose, values and strategy, including setting measurable goals;
- in relation to the assets of the Foundation, adapt and follow (amongst other Policies):
 - an investment policy;
 - a grant making policy; and
 - a fund raising strategy.
- approving operating budgets and sources of funding;
- reviewing, ratifying and monitoring systems of risk management and internal control together with ethical and legal compliance. This includes reviewing procedures to identify the main risks associated with the Foundation's activities and the implementation of appropriate systems to manage these risks;
- monitoring performance, impact and implementation of its strategy, its policies, and its grantmaking;
- approving grants;
- monitoring and reviewing management processes aimed at ensuring the integrity of financial and other reporting; and
- developing and reviewing policies, processes and procedures which seek to ensure the Foundation is accountable to its donors and other stakeholders.

4.3 Key Documents

- The Hope Vale Foundation Constitution;
- Internal policies relating to: conflict of interest and duty, investment policy, fundraising policy, and grant making policy; and
- Annual Reports.

4.4 Sub Committees Role to support The Foundation Purposes

The Board may develop a Risk & Governance sub-Committee, a Nominations sub-Committee and/or a Marketing and Events sub-Committee. Consideration may be given to forming other Committees or sub-committees as required through expansion and

change from time to time.

Each Sub Committee will establish its own Charter, which will be reviewed and approved by the Board. Sub Committees must ensure that their decisions independently review proposed decisions, ideas or resolutions of the Board as well as confirm that any decisions that are likely to be made are fundamentally linked to the purposes of the Foundation.