

**Making a difference is a real team effort**

## **Charter**

### **Status and purpose**

The Buddle Findlay Child Health Foundation (the Foundation) is a charitable trust established to support children receiving residential medical care in New Zealand.

It provides support by making funding grants to eligible medical institutions unable to otherwise meet an urgent funding need where additional funding would improve the quality of care for children in that institution. It also provides volunteers who can contribute services and assistance to such medical institutions, to enhance the level of comfort of children receiving residential medical care.

The Foundation was established by a trust deed, and is administered by three trustees, each of whom is a partner in the national law firm, Buddle Findlay. The Foundation is incorporated under the Charitable Trusts Act 1957 and is a registered charitable entity.

### **Contributions to the foundation**

#### ***Funding contributions***

The Foundation is provided with direct funding in three ways:

- An annual grant by Buddle Findlay, funded by its partners
- Regular contributions from those members of staff of Buddle Findlay who choose to participate
- Regular contributions from Buddle Findlay, funded by its partners.

The annual grant by Buddle Findlay is determined by the Board of Management of Buddle Findlay each year, and paid to the Foundation at the commencement of the following year. Contributions from Buddle Findlay staff are made by way of voluntary deductions from salary, at the level chosen by each participating staff member. In addition to its annual grant to the Foundation, Buddle Findlay matches the regular contributions that its staff make to the Foundation, on a dollar for dollar basis.

#### ***Other contributions***

Buddle Findlay provides administrative and legal services to the Foundation, and provides partners and staff with time off to assist the work of the Foundation by assisting eligible medical institutions with voluntary activities, at no cost to the Foundation. In addition to these pro bono activities, fundraising activities may be undertaken from time to time by the trustees to supplement the Foundation's funding.

### **Charitable activities**

#### ***Rapid response to fund urgent resourcing needs***

If a medical institution faces an urgent need for equipment or other vital resources to meet the health needs of children in its care, which cannot be funded from normal sources, the Foundation will consider applications for funding to help meet that need and directly benefit the children affected.

A principal focus of the Foundation is to provide funding assistance at short notice to meet the urgent health needs of children receiving institutional medical care. Such a need may arise, for example, from an unforeseen critical shortage or local

unavailability of a vital resource, an emergency situation, a breakage or malfunction requiring immediate and unbudgeted replacement or repair, or an unexpected short-term opportunity to upgrade vital equipment.

The Foundation's intention is for its assistance to make a noticeable and immediate difference to the care of children in medical institutions. Its contribution should therefore be able to fund any proposed initiative for which an application is made. The Foundation will consider a partial contribution if the applicant can demonstrate that, together with other contributors already committed, the Foundation's contribution would enable a worthy initiative to go ahead immediately.

See Part 1 of the Annex for a description of the protocols and procedures for applications for funding assistance.

### ***Buddle Findlay volunteers working in hospitals***

The Foundation is backed by the partners and staff of national law firm Buddle Findlay, who volunteer their time to help children during their stay in medical institutions. This part of the Foundation's contribution is organised in conjunction with medical institutions in Auckland, Wellington and Christchurch, the three centres where Buddle Findlay has offices.

See Part 2 of the Annex for a description of the protocols and procedures applicable to activities by volunteers.

### ***Other activities***

The trustees of the Foundation may, from time to time, review the Foundation's activities in consultation with selected medical institutions, and make changes which result in better outcomes for the children who need medical care in New Zealand.

### **Media policy**

The Foundation does not seek a media profile. Information about the Foundation is available on Buddle Findlay's website and may be made available for placement on the websites of relevant medical institutions if requested by those institutions.

### **Trust deed**

A Deed of Trust has been established, and the Foundation operates in accordance with the requirements of that deed, which includes provisions relating to governance, duties and powers, distributions, and winding up of the Foundation.

Pursuant to their powers under the Deed of Trust the trustees may vary this Charter or any of the practices and procedures outlined, and establish further protocols and procedures as they consider appropriate having regard to good governance and the purpose of the Foundation.

## **Annex**

### **Part 1 - Funding assistance**

#### ***Eligibility***

Any New Zealand medical institution, with a dedicated children's residential care facility, may apply for the Foundation's rapid response funding. Potential applicants should be aware that the Foundation's priority is facilities in Auckland, Wellington and Christchurch, where Buddle Findlay's offices are located and a rapid response, which may involve face-to-face meetings or on-site inspection, can be effectively delivered.

To be eligible for funding consideration applications must:

- Be from a medical institution in New Zealand providing residential medical care for children
- Have been approved by the governing body or chief executive of that medical institution
- Certify that the funding requested has arisen as a short notice need, and that funding is not available from normal sources, giving reasons for such unavailability.

#### ***Application process***

Applicants for funding should initially contact the Policy & Services Manager of Buddle Findlay, who will initiate a meeting with the relevant medical institution so that preliminary guidance can be provided on the proposed application.

In addition to the matters noted above regarding eligibility, the essential information for each application includes:

- The name of the medical institution seeking funding, and full contact details of the person managing the application on behalf of the institution concerned

- Detail of the proposed use of funds, and when the funding will be required
- A description of the way in which the funding will be of direct benefit to children in the residential care of the applicant medical institution.

Any application received will normally be dealt with in the following way:

- When an application is received by the Foundation it will be acknowledged immediately (preferably by email, with a follow up letter)
- The Response Committee established by the Foundation to review and report on all applications will confirm eligibility, and, if confirmed, prepare a business case for funding and submit that to the trustees together with the application. If eligibility is not confirmed, a representative of the Response Committee will contact the applicant to discuss this issue further, to see whether the application may proceed or not
- When the trustees receive the application and business case for funding of any particular proposal they will meet (within a time dictated by the urgency of the application and recommended by the Response Committee) and make a decision on the application. The decision will take into account the relative merits of the application, the evaluation of the application by the Response Committee, the Foundation's funding priorities, and the amount of funding available from the Foundation
- The Foundation will convey the decision of the trustees to the applicant as soon as possible after the meeting of trustees at which the decision on the application has been made. For successful applications, detailed payment arrangements will be established at that time. For unsuccessful applications, a debriefing with a representative of the Foundation will be available, so that the applicant may understand the reasons for the application being declined.

## **Part 2 - Volunteer activities**

### ***Protocols and procedures***

The Policy & Services Manager of Buddle Findlay will consult with medical institutions in Auckland, Wellington and Christchurch to identify potential activities for a volunteer activities programme. Activities may not include medical or legal work.

- A proposal for voluntary activities must be approved by the relevant medical institution and the trustees before it may commence. In considering their position on a proposal the trustees will, among other things, need to be satisfied that the medical institution concerned has agreed to the proposal, that any terms or conditions proposed by the medical institution in relation to volunteer activity are acceptable, that resourcing requirements can be met, that a termination/review date for the activity has been agreed, and that the activity is appropriate having regard to the Foundation's purpose. Having a termination/review date is intended to ensure that the programme can be adjusted to suit the changing needs of medical institutions as well as to allow an assessment of the success of the programme.
- If a volunteer activity proposal is approved, the Foundation and the medical institution concerned will enter into a Memorandum of Understanding recording the nature of the voluntary activities, procedures established for delivery of service by the Foundation, and all other detail of the arrangement, including agreed terms and conditions, termination/review date, the names and contact details of the volunteers assigned, and the volunteer designated as the programme co-ordinator for the particular activity.