

## Gillies Travelling Fund: Terms of Reference/ Deed

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1. Purpose:

The Gillies Travelling Fund (GTF) is a Charitable Trust [CC59226]. It was established in 1982 to provide a travelling fellowship to enable overseas training by New Zealand Plastic Surgeons. The primary purpose of the trust is to “help improve and advance the field of Plastic and Reconstructive surgery in New Zealand” through education and research. The Trust will approve and supply monetary grants to applicants for this the purpose. A further purpose of the trust is to be a permanent memorial to Sir Harold Gillies and his contribution to New Zealand and world Plastic Surgery.

2. Title:

The formal title of the trust is the “Gillies Travelling Fund”. The working title of the trust is “*Sir Harold Gillies Education Fund*”.

3. There must be four trustees at any time:

- a. The President of the New Zealand Association of Plastic Surgeons (NZAPS);
- b. The Treasurer (Secretary-treasurer) of NZAPS;
- c. The Vice-president of NZAPS or nominee of NZAPS council (*the nominee must be a current NZAPS council member*);
- d. An independent trustee (*currently Dr John Gillies for his lifetime or until retirement*). The position of independent trustee to be nominated by the trustees, on consultation with NZAPS council, for a term of 3 years – renewable;
- e. The Chair of the Trust will be the President of NZAPS or another trustee with unanimous support of all trustees.

4. Grant applications:

- a. Must be in writing to the Chair, Gillies Travelling Fund, c/- Executive Manager, NZAPS;
- b. Grant applications may be submitted at any time;
- c. Applicants must complete the application form detailing: reasons that grant is appropriate; value of grant applied for; a draft budget for costs; any other funding available to applicant for purpose; confirm an expectation to work in Plastic and Reconstructive Surgery in New Zealand in the foreseeable future;
- d. Principal applicants must be current New Zealand advanced trainees in Plastic and Reconstructive surgery or recently completed fellowship;
- e. A priority will be given to applications where there is no other funding stream available;
- f. The principal criteria are any educational activities that “improve and advance the field of Plastic and Reconstructive surgery in New Zealand”. These may include but are not limited to: overseas travelling fellowships; attendance at international meetings and courses; research projects; costs related to publication; costs related to undertaking higher degrees including fees;
- g. The applicant will provide the Trustees with a written report following completion of the supported activity;

- h. There is an understanding that the grant would be repaid if the applicant does not return to work in New Zealand
  - i. Funding can be applied for the support of visiting experts to come to New Zealand to support Plastic Surgery educational activities;
  - j. For exceptional reasons applications may be considered from non-trainees if the trustees consider the outcome will significantly “improve and advance the field of Plastic and Reconstructive surgery in New Zealand”.
5. Grants:
- a. The grants awarded are monetary;
  - b. The awarding of grants is entirely at the discretion of the trustees by consensus;
  - c. No single grant can be greater than 10% of the current assets of the trust (at the discretion of the board for exceptional circumstances);
  - d. Total annual grants can not exceed 20% of the current assets of the trust (at the discretion of the board for exceptional circumstances);
  - e. The trust must maintain a minimum level of \$15,000 in keeping with the original trust intent.
6. Revenue:
- a. The fund may receive income by direct donation and from monies as directed by the NZAPS council.
7. Meetings:
- a. There must be one annual meeting of the trust;
  - b. The annual meeting to be at least one month prior to NZAPS annual general meeting (AGM) (to allow reporting);
  - c. The quorum is at least three trustees;
  - d. Ad hoc meetings may be called by the Chair to consider time sensitive grant applications and for trust matters. Ad hoc meetings must be communicated to all trustees. A quorum of three still applies;
  - e. Minutes to be recorded for all meetings.
8. Terms of Reporting:
- a. The Gillies Travelling Fund to be a standing item on NZAPS Council meetings and the NZAPS AGM;
  - b. Minutes of meetings to be tabled at next NZAPS council meeting;
  - c. Annual report to be tabled at NZAPS AGM and presented by Chair;
  - d. Annual report must include: record of all meetings; all grants including to whom, purpose and value; all rule changes; and current financial status.
9. Secretariat:
- a. Administration to be provided by NZAPS secretariat;
  - b. NZAPS secretariat to collate and forward all applications to Chair;
  - c. NZAPS secretariat to keep record of all minutes, all grants and all transactions;
  - d. NZAPS to maintain registration GFT as charitable trust with Charities commission;
  - e. NZAPS to support financial reporting and audi

