



**Title: Working with Partners**

**Section: Organisational**

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### **Policy Statement**

UBC wants to collaborate with like minded organisations to raise funds for children's health.

### **Purpose and Scope**

To ensure partners are selected based on values and criteria that match UBC's goals and objectives.

### **Definitions**

UBC: The Uncle Bobs Club

Partnership: A collaborative relationship between two or more parties that have agreed to work together, that is based on trust, equality, mutual understanding, and focusing on the pursuit of common goals that cannot be accomplished by the partners on their own.

### **Policy**

To form a partnership with UBC, the partner should:

- Be willing and able to commit to helping UBC advance its mission, vision, and *Operational Plan*.
- Be willing to declare its source of funding should UBC request this.
- Be willing to make the partnership and the report on its activities publicly available.

Please note that any potential partner whose source of funding is an organisation from which UBC would not accept funding from will be subject to a higher level of scrutiny. Before entering into a formal arrangement, or even moving beyond informal discussions, any such potential partnership would require implicit approval from the UBC State Committee. Sources of funding must not, either in reality or perception, threaten or undermine UBC's autonomy or reputation.

UBC will not partner with organisations such as:

- Political organisations
- Unions
- Casino's

The partner organisation and UBC will be required to commit to the following:

- To identify a representative from each organization to serve as the key contact points.
- To develop and implement a plan of joint activity.
- To facilitate opportunities for members of each organisation to be involved in the partner's activities.
- To contribute to the promotion and advocacy of each organisation by linking to the other's websites and sharing content on social media.

### **Exploring a potential UBC partnership**

Under \$500

Staff, branches, and groups can approach, and self-manage, if it meets the above criteria.

\$501- \$1,000

Informal discussion with the State President to assess the likelihood of the two organisations' potential for synergy

Over \$1,000

Formal proposal submitted to State Committee, to assess the likelihood of the two organisations' potential for synergy. The formal proposal is to include vision, mission, purpose, and proposed partnership arrangement.

State Committee will review the assessment of joint needs, benefits, and costs, and approve or refuse the further development of the partnership, with an explanation for the decision taken.

If State Committee approves further development of the partnership, both organisations will agree to a workplan with clear roles and responsibilities; this may sometimes take the form of a Memorandum of Understanding (MOU) if the relationship is going to be a long-standing and strategic partnership.

If approved, the partnership will be announced publicly on the websites/social media of both organisations and via email to members/clients.

### **Role of UBC in developing partnerships**

UBC should develop partnerships appropriate to advancing the aims of the charity and in line with the criteria outlined above.

Staff will work with Branches and Groups to assist in developing partnerships that will assist their local efforts, in line with the above criteria. Staff will assist in preparation of proposals for State Committee.

### **Evaluation of the partnership**

State Committee will evaluate, in discussion with the partner, a partnership after the first year and then every three years to determine if the partnership remains valuable to both organisations. If the partnership is determined to be in jeopardy, the partner will be notified. The partner will have three

months (or another period as may have been agreed in an MoU) to discuss and negotiate with UBC a plan of renewed meaningful activities to revitalise the partnership; otherwise, it will be terminated.

### **Termination of partnership**

UBC reserves the right to terminate any partnership for any reason at any time. Some reasons for immediate termination include, but are not limited to:

- Serious violation of the criteria for being a partner
- Misuse or misrepresentation of the quality of the partnership with UBC
- Unwillingness to fulfil the responsibilities they agreed to upon acceptance of the partnership
- Serious misconduct by the partner that conflicts with UBC's vision, mission and principles and/or brings UBC into disrepute

These will be evaluated on a case-by-case basis and will be decided by State Committee.

### Review

This policy and related procedures will be reviewed every three years, unless changed circumstances require earlier review.

**Associated Policies, Procedures and Other Documents**

- N/A

**References**

- N/A

Policy Name: Working with Partners

Responsible Director: Marketing

Functional Area: Organisational

Date adopted: 28<sup>th</sup> May 2020

Review Date: 28<sup>th</sup> May 2023

**Review History**

Date	Review Details	Action

## WORKING WITH PARTNERS POLICY

I confirm I have read and understood the Working with Partners Policy.

Staff Signature ..... Date .....

Print Name .....