

### Impact Member Roundtables – \$2500

As part of Philanthropy Australia’s Impact level membership offering, members are able to submit a request to commission one paid Roundtable discussion per year. The cost to commission a Roundtable is \$2500.

The benefit of these sessions is to enable members to share what they are working on, what they are learning and network and collaborate with others in the sector. Philanthropy Australia greatly enjoys the variety of topics that this allows us to be a part of.

The objective of these Roundtables is to further members and Philanthropy Australia’s mutual aims of more and better philanthropy in Australia. Topics need to sit within this focus.

This document outlines the process and roles and responsibilities for the roundtable event.

#### Developing the Scope of Roundtables

The following outlines a guide for how the scope of the Roundtable should be developed:

1. **Members define a topic:** Members have a specific topic that would benefit from a broader discussion with funders or not for profits. This should be documented and shared with the relevant National Engagement Manager for review.
2. **Members identify one shared objective for themselves and Roundtable participants:** Members have a clear aim of the session to ensure that both the member and Roundtable participants are clear on the benefits of attending the session. Examples include:
  - To share best practice philanthropy
  - To increase knowledge on an issue area
  - To brainstorm solutions to a shared barrier within philanthropy
3. **Where relevant, identify other speakers:** sessions that work best tend to showcase a variety of voices and experiences. PA’s members enjoy hearing from other members, sessions that have been the most successful include several speakers or case studies.
4. **Identify a call to action:** identify what is it you would like people to do when they walk away from the roundtable, so that the session is rooted in action.

#### Roles and Responsibilities

Members	Philanthropy Australia
<ul style="list-style-type: none"> <li>• Develop the scope of the Roundtable, as outlined above</li> <li>• Host the event</li> <li>• Chair the session</li> <li>• Event branding</li> <li>• Assist with identifying speakers</li> <li>• Assist with identifying attendees</li> <li>• Assist with promotion</li> <li>• Manage logistics on the day</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with/provide feedback on content</li> <li>• Assist with identifying speakers</li> <li>• Develop invitee list</li> <li>• Promote Roundtable/manage invites</li> <li>• Assist with logistics on the day</li> </ul>