

TERMS OF REFERENCE

Division:	Finance and Support Services	Ref No.	TOR-4909
Department:	Foundation for Surgery		
Title:	RP Morton Head and Neck Oncology Grant Corpus		

1. PURPOSE AND SCOPE

This policy governs the management of the R P Morton Head and Neck Oncology Grant Corpus (the Corpus), administered by the RACS Foundation for Surgery in collaboration with the ANZ Head and Neck Cancer Society (ANZHNC), the Australian Society of Otolaryngology Head and Neck Surgery (ASOHNS) and the New Zealand Society of Otolaryngology Head and Neck Surgery Incorporated (NZOHNS). It establishes the value, frequency and conditions of fund withdrawals from the Corpus.

The objective of this R P Morton Head and Neck Oncology Grant (the Grant) is to advance the knowledge and practice of Head and Neck Oncology through a lectureship. The lecture will be delivered as a scientific presentation at a RACS conference or society meeting. The proposed presentation/s should aim to advance the knowledge and practice of Head and Neck Surgical Oncology.

ASOHNS and NZOHNS will be jointly responsible for administering the Grant including but not limited to determining the eligibility criteria (in addition to the above objectives), assessing the merit of the proposed lecture and the potential benefits to the individual, other surgeons and the community, particularly its potential to advance the knowledge and practice of Head and Neck Surgical Oncology, advertising the Grant, choosing an appropriate recipient, submitting a request to the Foundation for Surgery for funding approval, monitoring the results and acquitting the funds.

The Grant will be awarded every two years, subject to sufficient funds being available and providing there is a suitable recipient.

2. KEYWORDS

ANZHNC, ASOHNS, NZOHNS, Otolaryngology, head and neck, oncology

3. BODY OF POLICY

3.1. Background

The Corpus was established through the generosity of the New Zealand Head and Neck Surgery Trust and its members Randall Morton, Hanneke Bouchier and Nick McIvor.

3.2. Management of the Corpus

The Foundation for Surgery will administer the Corpus, in line with RACS investment corpus policies and procedures. Interest on the Fund will be available for disbursement.

The Corpus will be audited as part of the annual accounts audit each year.

In addition, at the donor's request, the successful applicant will be awarded a medal inscribed with the Grant name upon confirmation, which will be organised by RACS Scholarship and Grant Department and forwarded to the nominated address of the RACS conference or society meeting for presenting to the lectureship recipient.

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3.3. Accessing the Funds

Written application to withdraw from the Fund must be made and co-signed by the Chairs of of ASOHNS and NZOHNS, to the RACS Finance Manager via foundation@surgeons.org and will be reviewed and approved in accordance with delegated authorities.

3.6 Financial Reporting

RACS will maintain a dedicated account to administer and report on the Corpus.

A financial statement will be forwarded to the Chairs of ASOHNS and NZOHNS by the Foundation for Surgery on a bi-annual basis.

3.7 Conditions for Disbursement

At least 21 days written notice must be given to the Foundation for Surgery by ASOHNS and NZOHNS, for the fund approval request disbursement.

The withdrawal amount will be limited to the available interest on funds as at the date of request.

Funds will only be disbursed to the nominated bank account details of the successful recipient of the Grant as advised in writing to the Foundation for Surgery prior to the remittance of funds.

3.8 Control of Unspent Funds

RACS will have sole control of corpus funds and any unspent funds will be retained within the Grant corpus and will remain under the effective control of RACS.

3.9 Acknowledgements

- a) The Foundation for Surgery and the Head and Neck Surgery Trust must be acknowledged in any relevant correspondence, public announcement, advertising, publication, presentation or other material relating to the award.
- b) The Foundation for Surgery logo must be included in all presentations relating to the award.

4. ASSOCIATED DOCUMENTS

No documents associated with this policy.

Approver Foundation for Surgery Committee
Authoriser Council

Approved By: Chief Operations and Partnerships Officer

Document Owner: Manager, Foundation for Surgery

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Original Issue: June 2020

Version: 2

Approval Date: May 2024

Review Date: May 2027