

Community Living & Respite Services Fundraising Committee Terms of Reference

Committee Purpose

The Fundraising Committee (“the Committee”) is a committee of the Community Living & Respite Services (CLRS) Board created to assist the Board in the effective discharge of its responsibilities for awareness raising, community engagement and fundraising activities.

The Committee purpose is to identify opportunities for:

- raising the profile of the organisation
- opportunities for partnerships,
- accessing philanthropic support
- for income generation for specific projects within the community

The Committee will prioritise its purposes for each year based on the direction provided by the Board and the prevailing economic and environmental conditions.

Membership

The Fundraising Committee will consist of a maximum of 10 members, comprising 7 Community members, the CEO, Executive Assistant (EA) and Volunteer Coordinator. The Committee has the authority to appoint an additional member as required to fill knowledge gaps.

The Committee members must be members of the local community, have strong community relationships, have community engagement experience, have fundraising experience, have experience delivering events, and/or willingness to develop this experience. The Chairperson, members, and term of appointment of each member shall be determined by the Board.

The Chairman of the Committee must not be the President of the Board.

Meetings

The Committee will meet as frequently as required but not less than six times a year.

The Chairperson or Secretary may call a meeting.

Five members, three of whom must be community members, shall constitute a quorum.

Roles and Responsibilities

The Fundraising Committee will engage in the following activities:

- Create a plan of activities based on the key purpose each year
- Promote fundraising activities
- develop events to meet the key purpose each year
- Manage raffles
- Distribute cash tins in the local community
- Develop relationships with sponsors
- Develop members knowledge and abilities in relation to the committee purpose, roles and responsibilities
- Develop sustainable partnerships to provide long term financial support to CLRS
- Conduct an annual review against the Terms of Reference and plan of activities

Authority

In carrying out its duties the Committee shall have the authority to discuss directly with management, internal and external stakeholders any item within its remit and to request reports, explanations and information of any of the activities, procedures or accounts of the CLRS.

The Committee shall have the authority to create working groups which shall be chaired by a member of the Committee and may include people not otherwise associated with the committee or CLRS.

Approved