

# Caring Together

## Fundraising Committee Terms of Reference

### Introduction

Caring Together is seeking to significantly increase voluntary income in order to realise ambitious plans. The goal being to reduce reliance on contract and grant income, expand service delivery and reach and support a growing number of people annually. This will be achieved through a portfolio of fundraising activities which are the responsibility of the Fundraising and Communications team.

#### **1. Purpose**

1.1 Caring Together's fundraising activities are diversifying and with that brings new opportunities and new risks. The Board of Trustees have approved the creation of a Fundraising Committee, as a formal sub-committee of the Board. The committee's role is to have oversight of our fundraising plans, adherence to policies, review risks, ensure compliance with regulators and make recommendations to the Board of Trustees on any activities which may increase risk profile and are required according to the delegation of authority.

#### **2. Responsibilities**

2.1 To support the development of the fundraising strategy which enables the charity to sustain and develop its services/activities.

2.2 Provide Board oversight of the chosen fundraising activities, monitoring and evaluating outputs and outcomes against key performance indicators.

2.3 To review associated policies and ensure practices are compliant with the fundraising regulator and data governance requirements protecting the reputation and assets of the charity.

2.4 To identify and monitor risks including the review of risks allocated to this committee from the charity's risk register.

2.5 To support management team with decision making and to act as a sounding Board to explore new propositions or to discuss concerns or improvements.

2.6 To review proposed fundraising strategies which are aligned to charity strategy and contribute to the operational plan within agreed budgets.

- 2.7 To aid discussion relating to supporter experience/journeys to further the work of the Caring Together.
- 2.8 To champion fundraising throughout the charity, inviting contributions from colleagues through appropriate channels.
- 2.9 To manage conflicts of interest or loyalty according to Caring Together's conflict of interest policy.
- 2.10 The committee shall review these Terms of Reference annually and make such recommendations for amendments, as it sees fit, to the Board.

### **3. Membership**

- 3.1 The committee shall be appointed by the Board and will comprise of:
  - (a) At least three Trustees.
  - (b) One Trustee member will be appointed as Chair of the committee. In the absence of the Chair, the remaining members present shall elect a member from amongst themselves to Chair the meeting.
- 3.2 If not a member of the committee, the Chair of the Trustee Board will have a standing invitation to attend. When in attendance they will be counted as a member of the committee.
- 3.3 The Board of Trustees may appoint an independent member/specialist advisor to the Fundraising Committee.
- 3.4 The Chief Executive, Director of Finance and Head of Fundraising and Communications will attend all meetings unless requested otherwise by the Chair of the committee.
- 3.5 Other individuals, including other members of the management team, Trustees of charity colleagues may be invited to attend all or part of the meeting in consultation with the Chair.
- 3.6 Terms of office shall be in line with the Trustees current terms of office on the Caring Together Board.
- 3.7 The Board reserves the right to remove any member of the committee if it deems it necessary.

### **4. Quorum and voting**

- 4.1 The quorum necessary shall be two Trustees.
- 4.2 A meeting at which a quorum is present shall be competent to exercise

all or any of the authorities, powers and discretions vested in or exercisable by the committee.

- 4.3 Where required, decisions of the committee will be made on a simple majority of members present and voting.
- 4.4 Those non-members present at the meetings shall not be entitled to vote.
- 4.5 In the case of equality in voting, the Chair of the committee shall have a casting vote.

## **5. Meetings**

- 5.1 The committee shall meet quarterly at appropriate times.
- 5.2 The Chair may convene additional meetings at any time, or if requested by the Board or the Chief Executive.
- 5.3 A member of the Caring Together team shall act as secretary to the committee.
- 5.4 Members of the committee are invited to submit any items of business for the agenda 21 days before each meeting.
- 5.5 Agendas will be drafted by the head of fundraising and communications who will also be responsible for inviting any guest speakers/contributors in consultation with the Chief Executive and agreed with the Chair.
- 5.6 Papers will be circulated a minimum of five working days in advance of the meeting by Customer Services and Office Manager.
- 5.7 Timetabling committee meetings, circulation of papers and minuting of the meetings will be carried out by the customer services and office manager for the Chair to review and approve prior to circulation no more than 10 working days after the meeting.

## **6. Authority**

- 6.1 The committee is authorised by the Board to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any employee in order to perform its duties and all employees shall be directed to cooperate with any request made by the committee.
- 6.2 The committee is authorised to ask officers to obtain independent, expert and professional advice if it considers this necessary, within the rules of the 'Delegation of Authority.' The cost of which will be borne by Caring Together.

## **7. Reporting procedures**

- 7.1 The committee will account directly to the Caring Together Board and the minutes of meetings of the committee will be made available to all members of the Board.
- 7.2 The committee Chair shall be responsible for providing an overview of meetings to the Caring Together Board on its proceedings after each meeting, normally as an addition to the minutes of the meeting.
- 7.3 The committee shall make whatever recommendations to the Caring Together Board it deems appropriate on any area within its remit where action or improvement is needed.
- 7.4 Periodically, and at least every three years, the committee shall conduct an effectiveness review of its own performance. The committee Chair shall discuss results of that self-evaluation and any actions arising with the Caring Together Board.
- 7.5 The Caring Together Board may request the Chair of the Fundraising Committee to address and respond to specific concerns within the committee's remit.

February 2023

End