



DANDELION SUPPORT NETWORK FUNDRAISING COMMITTEE TERMS OF REFERENCE

Committee Purpose

The Fundraising Committee (“the Committee”) is a committee of the Dandelion Support Network (DSN) Board, created to assist the Board and the Partnerships and Events Manager in the effective discharge of their responsibilities for brand awareness, community engagement and fundraising activities.

The purpose of the Committee is to identify opportunities for:

- *Broadening organisation* resources focused on revenue generation
- *Enhancing* organisation resource skill sets and relationships
- *Progressing* strategic goals, in particular with a revenue focus
- *Increasing* brand awareness beyond existing supporters
- Supporting and working *collaboratively* with the Partnerships and Events Manager

The Committee will provide input and prioritise its goals each year based on the direction provided by the Board and the Partnership Manager, and the prevailing economic and environmental conditions.

Membership

The Committee will consist of a maximum of eight (8) members comprising: up to a maximum of six (6) Committee members, the Partnerships and Events Manager and one (1) to two (2) Board Members. The Committee has the authority to appoint additional members (up to a maximum of 8) as required to fill skill and diversity gaps.

The Committee members must be local to the Greater Sydney or Illawarra region, ideally with a background in either community engagement, direct fundraising experience, understanding of sales processes, managing sales and marketing support infrastructure, or experience delivering events. At a minimum the candidate will display a willingness to develop this experience and a proven ability to progress organisational goals to completion.

The Chairperson, members and term of appointment of each member shall be determined by the Board. Typically, it will be for a minimum of 12 months.

The Chairperson of the Committee will not also act in the same period as the Chair of the Board.

Roles and Responsibilities

The Committee will engage in the following activities:

- Create and execute a plan of activities based on the organisation’s key strategic revenue initiatives each year.
- Promote fundraising activities.
- Develop relationships with key external stakeholders.
- Develop sustainable partnerships to provide long term financial support for DSN.
- Conduct an annual review against the Terms of Reference

Meetings

The Committee will meet monthly for the first 3 months after establishment, and then meet every three (3) months thereafter.

An agenda, minutes and action item log will be kept and progress on agreed activities will be reported on each quarter to the Board.

Authority

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

The Committee shall have the authority to create working groups which shall be chaired by a member of the Committee. These working groups may on occasion include people not otherwise associated with the Committee or DSN.

The Committee will not have delegated authority for budget expenditure and will make any expense recommendations to the Board for approval. The Board has the authority to wind up the Committee or update these Term of Reference if required.