

	Gasóga na hÉireann / Scouting Ireland			
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	Scouting Ireland: Fundraising Subcommittee – Terms of Reference			
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Fundraising Subcommittee

Terms of Reference

1. Membership

1.1 The Committee shall comprise the Chair who will be a Scouting Ireland Board member and a minimum of one other member of the Board. There will be at least 2 board members on the committee at all times. The composition of the Committee shall be structured as to achieve an appropriate balance of recent and relevant experience taking account the full range of the Committee’s activities. Subject to Board approval, the committee may select up to six additional members. The Committee may bring in up to two external members should they wish, within the overall complement of the Committee members. All members should have appropriate skills and relevant expertise.

1.2 Only members of the committee, and other directors (as observers) and the CEO (or delegated relevant person) have the right to attend committee meetings. However, other individuals such as other executives and external advisers may be invited to attend for all or part of any meeting, as and when appropriate and necessary and in line with the Board Standing Orders.

1.3 Appointments to the committee are made by the Board and shall be for a period of up to three years, which may be extended for a further period of up to three years, provided the committee Member still meets the criteria for membership of the committee.

1.4 The Board shall appoint the committee Chair who should be a Board member. In the absence of the committee chair the remaining members present shall elect one of themselves to chair the meeting from those who would qualify under these terms of reference to be appointed to that position by the committee.

2. Secretary

The Committee shall appoint a secretary to the committee.

3. Quorum

The quorum necessary for the transaction of committee business shall be three one of whom must be a Board member.

4. Frequency of meetings

The committee shall meet at least twice a year and ideally would not have more than six meetings annually. Only in exceptional circumstances should there be more than six meetings. Meetings may be facilitated by way of teleconference if necessary.

5. Notice of meetings

5.1 Meetings of the committee shall be called by the secretary of the committee at the request of the committee chair.

5.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than five working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees as appropriate, at the same time.

6. Minutes of meetings

6.1 The secretary shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance for all or part of the meeting.

6.2 Draft minutes of the committee meetings are approved for issue by the chairperson and are adopted with or without amendment by the committee at their subsequent meeting. Once approved, minutes should be circulated to all other members of the Board

7. Annual general meeting

The committee Chair should attend the annual general meeting to answer any questions on the committee's activities.

8. Duties

8.1 To advise the Board on all Fundraising matters (Group to National)

8.2 To provide oversight of all Scouting Ireland's fundraising compliance with legislation applicable in Northern Ireland, Republic of Ireland and within the European Union in relation to EU funding. This oversight includes fundraising by Scouting Ireland for Scouting Ireland and by Scouting Ireland for other charities at national, regional and group levels.

8.3 To analyse the fundraising capacity within Scouting Ireland to include the people available, experience required, fundraising resources and the organisational ability and make recommendations for how to improve this capacity.

8.4 To establish the goal and objectives for fundraising e.g., raise awareness, raise funds to support capital projects, endowments, or operating expenses of current programs.

8.5 To develop a fundraising strategy for Scouting Ireland on the whole island of Ireland, under the following headings but not limited to these only.

Major Gifts	Regular Giving
Corporate Donations	Sponsorship
Trusts and Foundations.	National and International Grants
Legacies	National and International Events
Local fundraising	

The Fundraising strategy should be in line with Scouting Irelands current Strategy and a focus to recover from COVID-19 related financial challenges. The strategy should be 1-3 years in support of our charitable purpose.

8.6 To advise the Board on setting targets for Fundraising results.

8.7. Oversee development of processes, polices and a handbook in respect of fundraising at National and Local Level.

8.8 Oversight of the operational effectiveness of the Fundraising Teams and projects. This should include reviewing the cost income ratio for individual projects and setting reporting requirements for fundraising at nation, regional and group fundraising. Review sector reports also national and international research to help access the performance of Scouting Irelands fundraising success.

8.9 Members of the Fundraising Subcommittee may be asked by the CEO or fundraising project teams to attend meetings as part of different fundraising initiatives.

8.10 The Fundraising Committee should, either initiate or have referred to it by the Board, matters which are appropriate for it to consider and to make recommendations on such matters to the Board.

8.11 Support the Chair in the performance of his/her duties.

9. Reporting responsibilities

9.1 The committee Chair shall report to the Board on its proceedings after each meeting on the relevant matters within its duties and responsibilities.

9.2 The committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

9.3 The committee shall produce a report to be included in Scouting Ireland's annual report about its activities, the process used to make appointments and explain if external advice or open advertising has been used. Where an external search agency has been used, it shall be identified in the annual report and a statement made as to whether it has any connection with Scouting Ireland

10. Other matters

The committee shall:

10.1 Have access to sufficient resources in order to carry out its duties, including access to the Board Secretariat for assistance as required

10.2 Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members

10.3 Give due consideration to laws and regulations and the provision of any relevant Code as appropriate, in both jurisdictions.

10.4 Arrange for periodic reviews of its own performance and, at least annually, review its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.

10.5 Carry out additional duties as may be delegated to the Committee by the Board from time to time that are with the Terms of Reference of the Committee

11. Authority

11.1 The committee shall operate under delegated authority from the Board.

11.2 The committee is authorised by the Board to obtain, at the organisations expense, outside legal or other professional advice on any matters within its terms of reference subject to Board approval and in compliance with company financial handbook.

11.3 The Board has full discretion to stand a Committee down at any time.