



## **TERMS OF REFERENCE**

### **Fundraising Sub Committee**

#### **Purpose:**

The mandate of the Fundraising sub-committee is to assist COPD SI in planning, co-ordinating and implementing all fundraising activities in support of the programmes, projects and activities of the organisation. In particular the sub-committee will, on the request of, or with the permission of the board, perform the following tasks:

#### **Objectives:**

1. Advise the board on any fundraising matters
2. Develop a fundraising strategy for the organisation
3. Implement, monitor and evaluate the strategy once it is adopted.
4. Identify and maintain a list of existing and potential donors, funders and sponsors
5. Assume the lead for certain fundraising actions such as membership recruitment
6. Assist board of management members in their interactions with sponsors/funders, obtaining funds or services in kind, thanking sponsors/funders in writing.

#### **Sub-committee composition:**

Any member is eligible to join the sub-committee upon nomination by the COPD SI board. A chairperson will be nominated who ideally should be a member of the COPD SI board. The maximum number of participants should be 6 and never less than 3 for decisions to be made.

#### **Meetings:**

The Fundraising sub-committee will meet at least 4 times per year, but may meet more regularly at the discretion of the chair.

#### **Reporting Relationship**

The sub-committee will report regularly to the board of COPD SI through the chairperson of the sub-committee. A fundraising report will be prepared and presented at the annual general meeting.

September 2014