

Gorta- Self Help Africa Fundraising, Communications & Advocacy Committee

Terms of Reference- Standard Items

1. Constitution

The Board will establish a committee of the Board to be known as the Fundraising, Communications & Advocacy Committee (the Committee). The Committee will act at the responsible committee for all members of the Gorta – Self Help Africa (GSHA) group of companies.

2. Purpose

The Board of GSHA has ultimate responsibility for the fundraising outreach, communications and advocacy within the organisation. This Committee is a formal sub-committee of the Board, with delegated responsibilities for planning and oversight as per the list of duties below

3. Membership

The Committee shall be appointed by the Board of GSHA. The Committee shall consist of not fewer than four members. A quorum shall be three members. The Chairperson of the Board may be a member of the Committee.

The chair of the Committee shall be appointed by the Board and must be a member of the main GSHA Board. If a situation arises that the chair is incapacitated and cannot attend, the Committee will nominate another committee member to chair the meeting.

The Committee should have representation from the boards of each of the GSHA group companies and all members should be members of GSHA.

The Committee may co-opt independent members with relevant skills from outside of the boards of the GSHA companies. Any changes to the membership of the Committee are subject to the approval of the GSHA board.

4. Secretary

The secretary of the Board of GSHA shall be the secretary of the Committee.

5. Attendance at meetings

No one other than the Committee and Board members will be entitled to attend the Committee meetings.

The chief executive, relevant staff of GSHA, or other persons shall attend meetings at the invitation of the Committee. It will be normal practice that at least one member of the executive to attend Committee meetings in addition to the secretary to provide support and information to the Committee on the various agenda items.

6. Frequency of meetings

Meetings will be held not less than four times per year and may be held by teleconference.

7. Notice of meetings

Meetings will be arranged annually in advance. Meetings will be scheduled in advance of Board meetings to facilitate reporting to the Board. Date of next meeting will be confirmed at each meeting.

8. Corporate Governance Duties

The Board delegates its oversight authority to the Committee. The Committee is accountable to the Board and must report to it.

9. Authority

The Committee is authorised by the Board to:

- Investigate any activity within its terms of reference and to have full access to information and the resources which it needs to do so.
- Seek any information or documents that it requires from any employee of GSHA and all employees are directed to cooperate with any request made by the Committee

10. Duties

The duties of the Committee shall be:

- To review fundraising trends, both internally and externally
- To review the fundraising strategy and activities of the organisation

- To ensure there is a risk assessment process in place that identifies risks and action points and ensure this feeds into the organisations risk register
- To review and critique fundraising strategy and plans and report to the Board
- To proactively identify new revenue streams for the organisation.
- To review the communication activities of the organisation, to ensure messages are in accordance with strategy and support the fundraising/advocacy activities of the organisation.
- To review and critique communication strategy and plans and report to the Board
- To ensure the communication and advocacy activities are aligned and consistent with programme capacity building and fundraising activities
- To review and critique advocacy plans and report to the Board
- To ensure each relevant department is adequately resourced while value for money is being achieved
- To review, critique and recommend to the Board the annual budget for the Fundraising, Communication and Advocacy departments.
- To review, critique and recommend to the Board the strategy for the Fundraising, Communication and Advocacy departments.
- To review any internal/external auditors' report on the Fundraising, Communication and Advocacy departments and recommend actions to the Board.

11. Reporting

The secretary shall circulate the minutes of meetings of the Committee to all members of the Board.

A report from the chair of the Committee to the Board will be included as an agenda item for the GSHA Board meeting following the Committee meeting. An annual report will also be presented to the Board from the chair of the Committee. The chair may delegate reporting responsibilities to another member of the Committee as appropriate or necessary.

12. Confidentiality

Pursuant to their fiduciary duties of loyalty and care, Directors/Committee members are required to protect and hold confidential all non-public information obtained due to their directorship/committee membership position absent the express or implied permission of the Board of Directors to disclose such information. (see full confidentiality policy)

13. Renewal of Terms of Reference

The Committee shall annually review its terms of reference and its own effectiveness and recommend any necessary changes to the Board.

14. Other Matters

The Committee is obliged to raise with the Board any matter of concern it may have.

APPENDIX – FCA PROCEDURES

INTRODUCTION

The scope of this document is to provide a framework and guidelines for the successful operation and conduct of the work of the GSHA Fundraising Communications & Advocacy Committee (the Committee). The procedures are informed by the Board approved Committee Terms of Reference. It is to be noted that these are only guidelines and do not constitute part of an Act or legally binding regulation.

VOTING AND DECISION MAKING

For the most effective and successful operation of the Committee, arriving at decisions by consensus is the preferred approach. Otherwise, where a decision is required, majority will rule and members can have their dissent noted in the meeting minutes.

AGENDA

For every meeting, members will receive a copy of the proposed agenda which will be compiled by the Secretary and approved by the chair. A member of the Committee that wishes to have an item included on the agenda should forward same to the Secretary prior to the meeting. Urgent matters may be raised by any member with the permission of the chair under Any Other Business.

MINUTES

Draft minutes of the proceedings of a meeting of the Committee shall be drawn up by the Secretary and signed by the Chairperson, after acceptance and appropriate amendments, at the next meeting in which the minutes are presented.

COMMITTEE PAPERS

A full set of meeting documentation will accompany the agenda and will be distributed a minimum of seven days before the meeting. Members can express their preference for electronic or hardcopy documentation.

DISCLOSURE OF INTEREST

In the interests of good Governance, it is required that members express any actual or perceived conflicts of interest with items coming under the agenda. They can then absent themselves from the relevant part of the meeting.

CONDUCT AND BEHAVIOUR AT MEETINGS

General guidelines on meeting conduct include the following:

- All members wishing to contribute will be given reasonable opportunity to do so
- Time spent on issues should be proportionate to the importance and relevance of the issue
- Only matters that relate to the mandate, role and responsibility of the Committee will be discussed
- Professional conduct is expected at all times.
- All actions to be agreed through the Chair

STANDING AGENDA ITEMS

Introduction: Calling meeting to order, welcome, apologies and disclosure of interests

Item 1: Minutes from previous meeting

Item 2: Matters arising

Item 3: Updates (CEO and/or Programmes, Advocacy, Communications, Fundraising leads)

Item 4: Review of Fundraising Report

- Item 5: Review of Advocacy Report
- Item 6: Review of Communications Report
- Item 7: Any other business / Date of next meeting and close