

Self Help Africa Fundraising, Institutional
Funding, Income, Communications &
Advocacy Committee
Terms of Reference

Table of Contents

1. Constitution	2
2. Purpose	2
3. Membership of the Committee.....	2
4. Secretary	2
5. Attendance at meetings	3
6. Frequency of meetings	3
7. Notice of meetings & agenda	3
8. Minutes	3
9. Voting and Decision Making	4
10. Disclosure of Interests	4
11. Authority	4
12. Duties	4
13. Reporting.....	6
14. Code of Conduct & Confidentiality.....	6
15. Renewal of Terms of Reference	6
16. Other Matters	6
<i>APPENDIX – FFCA PROCEDURES.....</i>	<i>7</i>

1. Constitution

The Fundraising, Institutional Funding, Income, Communications & Advocacy Committee (the Committee) will act as the responsible committee for all members of the Gorta group.

The Committee will perform its duties in line with the Memorandum and Articles of Association of the Company. The scope of this document is to provide a framework and guidelines for the successful operation and conduct of the work of the Committee.

2. Purpose

The Gorta Board has ultimate responsibility for fundraising, institutional funding income, 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 of the Committee

The Committee shall be appointed by the Gorta Board. The Committee shall consist of not fewer than four members. A quorum shall be three members.

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

All Committee members must also be members of Gorta.

The Committee may co-opt independent members with relevant skills from outside of the Gorta Board and subsidiary boards. Any changes to the membership of the Committee are subject to the approval of the Gorta Board.

4. Secretary

The secretary of the committee shall be rotated annually between Fundraising, Programme Funding, and Communications.

5. Attendance at meetings

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

The CEO, relevant Self Help Africa staff, or other persons shall attend meetings at the invitation of the Committee, to present on or be consulted on certain subject matters. It will be normal practice that at least one member of the executive attends Committee meetings to provide support and information to the Committee on the various agenda items.

6. Frequency of meetings

Meetings will seek to meet four times per year and may be held by teleconference.

7. Notice of meetings & agenda

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 as early as possible but not later than five working days before the date of the meeting.

Supporting papers shall be sent to Committee members and other attendees, as appropriate, at the same time.

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 & Chair prior to the meeting.

Urgent matters may be raised by any member with the permission of the Chair under Any Other Business.

Meetings, where possible, will be scheduled in advance of Board meetings to facilitate reporting to the Board. The date of the next meeting will be confirmed at each meeting.

8. Minutes

The Secretary shall minute the proceedings and decisions of all Committee meetings, including recording the names of those present and in attendance.

Where the Secretary is not in attendance for any reason, the Chair of the Committee will be responsible for ensuring that appropriate minutes are taken.

Draft minutes of Committee meetings shall be circulated to all members of the Committee within 7 working days of the meeting.

Once approved, minutes should be circulated to all other members of the Board and the CEO in advance of the next Board meeting.

9. 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 may have their dissent noted in the meeting minutes. In the event of a tie, the Chair will have a casting vote or direct the matter for further review and deliberation.

10. Disclosure of Interests

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

11. 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 Gorta employee, and all employees are directed to cooperate with any request made by the Committee.
- The Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of advisors with relevant experience and expertise if it considers this necessary, the expense of which will be borne by the Company.

12. Duties

The duties of the Committee shall be:

Fundraising

- To analyse public fundraising to ensure that we have growing, diverse income flows that generate sufficient income, particularly unrestricted, to enable the organisation to carry out its mandate. Particular attention is to be paid to recurrent income / regular giving given the importance of this on-going support.

- To review fundraising trends, both internally and externally.
- To review and where possible support the fundraising strategy, plans and activities of the organization, and report to the Board
- To review risk management and engagement of volunteers.

Institutional funding

- To analyse institutional funding income, contracted and pipeline, to ensure that we are securing sufficient funding in order to support communities and to help maintain and grow the organisation.
- To review and analyse institutional funding trends, both internally and externally.
- To review the institutional funding strategy, plans and activities of the organization, and report to the board.

Income

- To proactively identify new revenue streams for the organisation.
- To review overall income flows and trends. Examine pipeline forecasts to ascertain future income flows.

Communications

- 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 the communications 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 support, advise and proactively identify media opportunities that might benefit the organisation's PR and communications objectives.

Advocacy

- 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 ensure there is a risk assessment process in place that identifies risks and action points and ensure these feed into the organisation's risk register.
- To ensure appropriate policies are in place for volunteers and maintain oversight of volunteer roles and responsibilities and risk mitigation.
- To review, critique and recommend to the Board the annual budget for the

Fundraising, Income, Communications & Advocacy departments.

- Ensure compliance with and actions as required to achieve compliance with the Charities Regulator's *Guidelines for Charitable Organisations on Fundraising from the public*.
- To review any internal/external auditors' reports on Fundraising, Income, Communications and Advocacy and recommend actions to the Board.

13. Reporting

The Chair of the Committee shall update all members of the Board at Gorta Board meetings.

A report from the Chair of the Committee to the Board will be included as an agenda item for the Gorta Board meeting following the Committee meeting. The Chair may delegate reporting responsibilities to another member of the Committee as appropriate or necessary.

14. Code of Conduct & 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.

Committee members are expected to adhere to the Code of Conduct at all times.

15. Renewal of Terms of Reference

The Committee shall review its terms of reference and its own effectiveness at least every three years and recommend any necessary changes to the Board.

16. Other Matters

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

APPENDIX – FFCA PROCEDURES

INTRODUCTION

The scope of this document is to provide a framework and guidelines for the successful operation and conduct of the work of Gorta's Fundraising, Income, 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 the 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 Chair, 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: Chair Updates

Item 4: Review of Fundraising Report

Item 5: Review of Advocacy Report

Item 6: Review of Communications Report

Item 7: Review of Institutional Funding Report

Item 8: Any other business / Date of next meeting and close

