

RCLC FUNDRAISING WORKING GROUP -- TERMS OF REFERENCE

Purpose

The purpose of this group is to assist the Centre Manager in fundraising activities, thereby achieving the current and ongoing fundraising needs of RCLC. Including:

1. To identify and prioritize potential funding opportunities according to the best possible match between the scope of projects activities and donor interests.
2. To coordinate with Centre Manager to develop a fundraising strategy that will guide the organisation in its fundraising efforts during the next eighteen months.
3. To review reports and ensure that the Centre Manager complies with all the funder's requirements including appropriate monitoring and reporting of grant funds.

Composition and Membership

The Committee shall comprise of not less than four committee members to include three trustees and the centre manager. Other staff and volunteers can be members of the fundraising working group up to a maximum of eight members.

The trustees shall appoint a Chair from among the members of the working group from time to time; otherwise the centre manager will act as chair.

The committee will ensure that a record is maintained of all meetings and that this record is forwarded to the board. Responsibility for minute taking will rotate amongst members present. All decisions should be ratified by the board.

The group will meet at least once per quarter and otherwise as required.

Functions of the Working Group

1. To receive and review reports from the centre manager on the monitoring and reporting for grants received
2. To support the centre manager in identifying funding opportunities, developing partnerships and networking with statutory agencies and other funding bodies.
3. To support the board and the treasurer in highlighting and addressing potential gaps in funding.
4. To support the centre manager in drafting and responding to funding applications by drafting applications and obtaining supporting data for funding applications. The centre manager is responsible for sending in the final applications.
5. The foregoing list of duties is not exhaustive and the Committee may, in addition, perform such other functions as may be necessary or appropriate for the effective management of fundraising activities with RCLC.