



## Branch Executive Committee Fundraising and Sponsorship Subcommittee Charter

<b>Constitution</b>	The Fundraising and Sponsorship Subcommittee (Subcommittee) is a subcommittee of and responsible to, the Branch Executive Committee (BEC) under Clause 34 & 35 of the Constitution.
<b>Role</b>	The role of the subcommittee is to provide advice to the BEC on fundraising and sponsorship, take a leadership role in attracting funding and form strategic relationships.
<b>Functions</b>	<p>The Subcommittee’s functions are to ensure that the Association attracts sufficient funding sources to meet its strategic plans and objectives; fully explores and utilises private, government, philanthropic and commercial funding available; and that the emphasis for funding moves from internal membership fees to external sources. More particularly, the Subcommittee’s functions are as follows:</p> <p>develop a value proposition to approach high net worth individuals, the three levels of government, agencies, commercial and philanthropic sectors for funding to provide financial resources to support the Association’s Mission Statement, in particular the “Finance that Supports” strategic priority.</p> <ul style="list-style-type: none"> <li>• oversee and co-ordinate the fundraising and sponsorship efforts by providing a structured support mechanism to assist Scout formations in their endeavours.</li> <li>• develop and form strategic alliances with businesses, governments and agencies to undertake projects and sponsorship arrangements to provide funding and/or undertake Scouting programs and activities.</li> <li>• develop and formulate strategic relationships with existing affiliates of Scouting such as Lord Baden Powell Society, Australian Scout Fellowship, Victorian Scout Foundation, Victorian Scout Heritage Centre, Queen’s Scouts and others to maximise the income potential from these sources.</li> <li>• work with Finance Sub-committee to investigate and scrutinise financing of fundraising activities.</li> <li>• increase representation and participation in the professional fundraising organisations and not for profit community sectors.</li> <li>• co-ordinate, promote and monitor an integrated promotional strategy for the Branch, as a basis for optimising the results of marketing and fundraising efforts at all levels.</li> </ul>



<b>Membership</b>	<p>The membership of the subcommittee shall be expertise-based and encompass the following areas of expertise:</p> <ul style="list-style-type: none"> <li>• fundraising</li> <li>• sponsorship</li> <li>• operation of Not-for-Profit registered charities</li> <li>• financial management.</li> </ul> <p>Members shall be appointed by the BEC for a two-year term and shall be eligible for re-appointment. In accordance with Clause 34 of the Constitution, at least two members of the subcommittee shall be members of the BEC.</p>
<b>Meetings and Procedures</b>	<p>The Subcommittee shall meet and regulate its meetings and proceedings as it may think, subject to the following provisions:</p> <ul style="list-style-type: none"> <li>• the meeting quorum shall be a majority of members.</li> <li>• decisions shall be made by majority vote and, in the event of an equality of votes, the chairman shall have a casting vote.</li> <li>• non-members may be invited to attend meetings and contribute to discussions, but shall not have voting rights.</li> <li>• minutes shall be taken of all meetings and record those present and all resolutions adopted.</li> <li>• members shall be invited to disclose any conflicts of interest at the commencement of each Subcommittee meeting.</li> </ul>
<b>Chairman</b>	<p>The Chairman of the Subcommittee:</p> <ul style="list-style-type: none"> <li>• must have appropriate fundraising and sponsorship expertise befitting the role and be appointed by the BEC.</li> <li>• is responsible for giving notice of meetings, developing meeting agendas and chairing all meetings of the Subcommittee.</li> <li>• shall provide a written report of significant findings and recommendations of the Subcommittee to the BEC following each Subcommittee meeting.</li> </ul>
<b>Delegated Authority</b>	<p>The Subcommittee shall have the authority to seek any information it requires necessary to achieve its functions, including the seeking of independent advice, but does not have authority to spend monies other than in accord with the BEC's Delegation Policy.</p> <p>The Subcommittee shall have the authority to form alliances in accordance with Branch approved fundraising projects or promotional strategy, but does not otherwise have the authority to make decisions on behalf of the BEC other than where a specific delegation of authority has been made.</p>
<b>Reporting and Performance Assessment</b>	<p>The Subcommittee shall provide regular reports to the BEC of its activities and decisions. The Subcommittee shall prepare an annual work program and undertake an annual performance evaluation of its achievements.</p>

