

Terms of Reference

1. Overview

This document sets out the responsibilities of the Fundraising Committee of the HSP Support Group. The headline responsibilities of the committee are:

- Providing support to any people wishing to raise money for the group
- Promoting the groups fundraising activities
- Making recommendations on ways the group may wish to raise funds
- Undertaking agreed fundraising, either directly or by delegation
- Liaison with trustees/other committees as appropriate

2. Membership of the Committee

The committee must comprise at least two people, including a group trustee. There are two routes to joining the committee, either by asking to join or by invitation of those on the committee. If the committee is not sure about accepting a person onto the committee, they may discuss it with the trustees.

The group requires all committees to have at least one trustee within its membership, and this representation will be decided by the trustees.

Those on the committee will make appropriate decisions on allowing others to join the committee, taking into account relevant skills and the requirements of the committee, in particular:

- a) People with skills to support group members raising funds independently
- b) People with skills to identify and pursue routes to raising funds
- c) People with an interest in the committee

Membership of the committee is not time limited. The Chair of the committee should check with committee members that they wish to continue on the committee on an annual basis.

It is expected that committee members would be members of the Group.

3. Authority and Responsibility

Chair

The committee agrees from their membership a Chair person. The chair is responsible for;

- Organising any meetings held, including preparing agenda and recording minutes,
- Ensuring that actions and decisions are progressed,
- Ensuring that the committee's responsibilities are carried out,

- Keeping an accurate record of who is on the committee,
- Regularly reporting a summary of committee activity to the trustees on the committee for review/discussion at trustee meetings.

In order to ensure the business of the committee is carried out, the Chair may delegate specific responsibilities to other committee members.

Committee Members

The committee is authorised by the trustees to agree and carry out activities to fulfil the committee's responsibilities and business.

All committee members are responsible for carrying out their agreed activities in a timely manner. Where committee members encounter difficulties completing activities, they will seek assistance from other committee members.

Committee members must follow the Groups policies and procedures when undertaking committee business.

4. Meetings

Meetings are held as the committee deem them necessary and useful. The agenda is sent in advance of the meeting, and minutes indicating decisions and actions only are sent after the meeting.

Any committee member may put forward a matter for discussion at a meeting.

Once the matter has been discussed the decision will be made by majority agreement of those present at the meeting. If needed, the Chair has a casting vote.

Responsibilities for carrying out decisions are usually agreed at committee meetings and are recorded as actions in the minutes.

Committee meetings may be face-to-face or via electronic means, but this does not preclude other means in order to resolve any matters arising.

5. Committee Business

Committee business is normally carried out outside committee meetings.

With prior agreement from the Chair, business can be undertaken without discussion at meetings. A record will be made by the chair of such decisions made, and reported at the next committee meeting.

Communication about committee business may by any means in order to conduct activities.

The committee will liaise with:

- the treasurer as needed to ensure that funds raised are accounted for in the group accounts,
- the newsletter committee to ensure that important, novel or newsworthy fundraising activities are reported in the newsletter

- the research committee for awareness of research projects the group is supporting

The committee has the responsibility to implement decisions made by the Group Trustees.

6. Resources and Budget

HSP Support Group funds may be used to support fundraising activities. The committee should determine a set of guidelines for such expenditure. These guidelines must be approved by the trustees. The guidelines may include:

- Fundraising expectations for individuals in order that the group would cover event entry fees
- Expenditure and criteria for small gifts to thank people for raising money
- Promotional materials for events, e.g. HSP group clothing for participants, posters, advertising etc.
- Other expenses for other types of fund-raising

Costs for fundraising activities outside of the agreed guidelines must be agreed with the trustees in advance.

7. Fundraising Plan

The committee should identify different routes for raising funds for the group. A brief document should describe, for each route:

- An estimate of potential funds which may be raised from the route
- An estimate of any costs which may be incurred using the route
- Any information or skills which the group would need to use this route
- Details of how the route would raise awareness of the group and/or HSP
- An estimate of how successful or risky this route may be
- A recommendation for if/when the group should consider this route.

Where the committee recommends more than one route for the group to pursue in the short term the plan should prioritise those routes so that resources can be focussed on those activities with the highest priority first.

The committee may consider any fundraising activities in the plan, and it should allow members and others to suggest other ideas. Options could include:

- Co-ordinated places for high profile sporting events, with entrants getting sponsorship, e.g. London marathon, great north run, tough mudder, Blenheim triathlon, ironman, Ride London etc.
- Liaison with local sports clubs for team entry to sporting events, with teams getting sponsorship, e.g. 10km/half marathon events, audax/sportives
- Applications to relevant funding organisations, e.g. wellcome trust, lifearc, medical research council
- Corporate sponsorship, potentially pharma, FTSE250, medical, companies with a connection to the group

- Events and activities, e.g. potato pants festival
- Routes for people to make regular (tax free) donations to the group
- Details for how people could donate to the group in their will

The trustees will review the fundraising plan and agree with the committee where fundraising efforts will be directed.

Whilst the fundraising plan is focused around different ways of raising money for the group, the committee should not discourage anyone from choosing to raise funds for the group in their own way if they should choose to do so. We have many people with their own unique skills regularly raising money for the group, and this should be recognised.

8. Deliverables

The committee will deliver:

- A fundraising plan.
- An annual fundraising report for the Groups AGM.

9. Review

These terms of reference can be modified at any time by the Trustees or by the committee members at a committee meeting. Changes to the terms of reference must be agreed by the trustees.

Adam Lawrence

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