



Alkira Centre – Box Hill Inc.

TERMS OF REFERENCE

COMMUNITY RELATIONS & FUNDRAISING COMMITTEE

The Community Relations & Fundraising Committee is a Committee of the Alkira Board of Directors

MEMBERSHIP

The Committee shall consist of at least two (2) Board member representatives, the CEO, Community Relations/Fundraising Manager and any additional Board members as determined from time to time.

Additional persons may attend meetings, by invitation from the Committee, in an advisory capacity.

APPOINTMENT

The Board shall at their first meeting following the Annual General Meeting (AGM) in each year, determine the members of the Committee.

FREQUENCY OF MEETINGS

- The Committee shall meet bi-monthly, commencing in February each calendar year
- A quorum for each meeting shall be 3 members, including at least 1 Board member.
- It is noted that the Committee will co-ordinate their meeting so that it can meet with the Alkira Foundation Board.

RECORD OF MEETINGS

The Committee shall ensure that a record of each of their meetings is made available to the Board in a format determined by the Board.

FUNCTIONS OF THE COMMITTEE

- To oversee, report and make recommendations to the Board for all Fundraising matters, including:

- A Fundraising Program – Strategic management of the program, including policy guidelines, program development and program review
 - Donor Management – Policy and planning for donor acquisition and donor recognition
 - Bequests – General bequest program policy and procedures, including referrals to the Alkira Foundation
 - Capital Appeals – Responsibility for developing and managing, as required
 - Events – Development and planning of events for general fundraising purposes.
 - Publications – Provision of appropriate brochures and fundraising literature
 - All aspects of the Alkira Foundation.
- Having oversight of the public relations and marketing aspects of Alkira
 - Ensuring that Alkira maximises appropriate opportunities with community links (e.g. Service Clubs)

Reviewed and approved by Alkira Board 19/09/2017