



# **INCOME GENERATION COMMITTEE TERMS OF REFERENCE**



## **Income Generation Committee: Terms of Reference**

### **Purpose**

The Income Generation Committee (the “**Committee**”) will oversee the strategic aspects of the Dames Kelly Holmes Trust’s (the “**Trust**”) fundraising and income generation activities and accountabilities and make recommendations to the Board of Trustees of the Trust (the “**Board**”). This Committee will also monitor the relevant KPI’s and Risks in relation to the strategic and operational plan (ensuring a sustainable legacy for our founder).

The Committee has the authority of the Board to have access to any information or employee of the Trust in the course of undertaking its responsibilities, and to obtain outside legal or other independent advice where required.

### **Constitution**

These Terms of Reference replace all previous versions previously applied.

### **Objectives**

- In conjunction with management, support the development and recommend to the Board the strategic direction and plans for income generation and fundraising for the Trust;
- Review and recommend to the Board the annual and longer-term development plan(s) including fundraising goals and associated expenditure;
- Monitor progress of the plans and provide advice to management and staff when appropriate;
- Provide input to the Board on the feasibility of funding priorities of the Trust;
- Provide support and guidance to management and staff in their fundraising efforts and ensure appropriate resources are in place;
- Provide oversight of fundraising activities to ensure they are compliant to the fundraising regulator standards;
- To ensure an integrated approach to the Trusts fundraising and communications activity;
- Where appropriate, request additional out of budget expenditure. Any proposed expenditure, outside of agreed budgets, requires CEO and or F&A sign off in line with delegated levels of authority.

### **Committee Membership**

The Committee will be made up of at least four members, comprising of a minimum of two Trustees appointed by Remuneration and Nominations Committee.

### **Trustee Attendance**

Trustees who are not members of the Committee have an open invitation to attend any Committee meeting. As a courtesy, they are requested to give as much notice as possible to the Committee Chair.

### **Terms of Membership**

Term of membership is three years.

### **Meetings**

Meetings will be held four times a year, at least two weeks prior to Board meetings and otherwise as required. The Chair is required to provide an update at the Board meeting. Agendas will be circulated at least one week in advance of the meetings (including the meeting’s venue, time and date) to all Committee members and any other permitted attendees and minutes will be circulated no later than two weeks after the meetings to all Committee members. The Committee will have the power to co-opt external members where appropriate (subject to main Board approval).

The Committee will hold ad hoc meetings if required to. Regular exchanges will also take place by email and phone throughout the year.

**Quorum**

The quorum necessary for the transaction of business by the Committee shall be reached when 75% of Committee members are in attendance which must include the Chair. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee. Where a Committee meeting is (a) not quorate within one half hour from the time reserved for the meeting; or (b) becomes inquorate during the course of the meeting, the Committee members present may determine to adjourn the meeting to such time, place and date as may be determined by the members present or to continue with the meeting and email out any decisions to be made for validation by those not present (and only upon such validation will such decision be adopted by the Committee).

**Chair**

Chaired by a designated member of the board of Trustees.

**Coordinator**

The Charity Secretary will be responsible for coordinating committee meetings wherever possible. In their absence the Head of Fundraising and Development will take on this role.

**Staff Attendance**

The Head of Fundraising and Development is required to attend all meetings of the Committee. Other staff may, at the Committee Chair's request, attend meetings as required.

Signed:	
Name:	
	Chair of the Income Generation Committee
Date:	
Updated	October 2020
Next Review	September 2022