



Terms of Reference

1. Aim

To efficiently and successfully manage Birmingham Christmas Shelter's fundraising committee.

2. Duties and Responsibilities

- To organise and chair regular meetings of the fundraising committee
- To prepare and submit the monthly report to board of trustees
- To manage and promote use of the charity's collection boxes
- To ensure all funds collected are passed to the board of trustees, in a timely manner, for accounting and banking

3. Accountability

The head of the fundraising committee is wholly accountable to the board of trustees.

4. Administrative support

Administrative support is available to the head of the fundraising committee, from the board of trustees, on an as required basis.

5. TOR approval and review date

This terms of reference document has been prepared and approved by the board of trustees. The document will be reviewed on an annual basis.