

Terms of Reference

1. Aim

To raise funds for and awareness of Birmingham Christmas Shelter.

2. Duties and Responsibilities

- To raise funds for the charity in a lawful manner, through ad hoc events
- To raise funds for the charity, in a lawful manner, through efficient and ongoing use of charity collection boxes
- To promote the charity in a positive way

3. Accountability

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

4. Composition/Membership

Membership of the committee is open to area supervisors and active volunteers of Birmingham Christmas Shelter.

Active volunteers are defined as those that worked at the shelter during the preceding Christmas period.

The minimum number of committee member is four and the maximum is nine.

4.1 The head of the fundraising committee will be elected by the charity's board of trustees, from within the fundraising committee and shall serve for one year.

5. Outputs

At the end of each calendar month, the committee will provide a short report to the trustees' secretary for presentation to the board of trustees for consideration at their next meeting.

This report to cover:

- Details of planned fundraising events and publicity
- Details of fundraising events held since the last report
- Amount of funds raised in the month and year to date
- Budget requests
- Any other matters

6. Administrative support

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

7. 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.