

## Terms of Reference: Fundraising Committee (FRC)

<b>Date of Approval:</b>	September 2013, Board of Directors
<b>Last Reviewed:</b>	February 2018
<b>Date for Review:</b>	March 2019
<b>Version:</b>	V4.0
<b>Chair:</b>	Board Member / Co-opted Special Advisor appointed by the Board of Directors
<b>Secretary:</b>	Executive Assistant

### Description

The Fundraising Committee (FRC) is responsible to the Board, as one of its sub-committees, to provide guidance and support to the University College of Osteopathy's (UCO's) fundraising activities.

### Terms of reference

1. To ensure compliance with current legislation.
2. To review the UCO's fundraising strategy and to ensure that the direction accords with the UCO's wider strategic objectives.
3. To consider an update on fundraising at each meeting from the UCO's Fundraising Team and offer suggestions for further development as appropriate.
4. To identify individuals, trusts and organisations who may support the UCO's fundraising objectives.
5. To participate in events, trust applications and direct approach fundraising as required.
6. To make reports to the Board following each Fundraising Committee meeting.

### Frequency of meetings

The Fundraising Committee normally meets 4 times per year

### Composition and conditions of membership

The composition and conditions of membership of the Fundraising Committee shall be determined by the Board of Directors.

The Fundraising Committee shall consist of a minimum of two Board members; the Vice-Chancellor; the Head of Fundraising and a Clinic Representative.

The Board of Directors may appoint Co-opted Special Advisors to the Fundraising Committee with particular expertise or interests who are not members of the Board of Directors. Co-opted Special Advisors shall be copied in on the minutes and papers prepared for meetings of the Board of Directors to ensure that they obtain and maintain an appropriate understanding of the UCO.

The Chair of the Fundraising Committee will be appointed by the Board of Directors. The Chair will normally be a Board Member however the Board of Directors may also

---

## Terms of Reference: Fundraising Committee (FRC)

---

appoint a Co-opted Special Advisor. Where a Co-opted Special Advisor is appointed as the Chair, they shall be invited to attend Board meetings for reporting purposes.

Other members (including students and external members) may be co-opted to the Fundraising Committee as required.

### Quorum

One board member and the Head of Fundraising must be in attendance. The total number of attendees must never consist of less than 50% of the total committee membership.

### Reporting and subcommittees

Reports to: The Fundraising Committee reports directly to the Board of Directors through minutes of its meetings.

Receives reports from:

The Fundraising Committee does not receive any direct reports from other UCO committees.

---

### Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Sep 2015	Reviewed	Board of Directors
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair
March 2018	Redrafted for Fundraising Committee meeting Feb 2018, to go to Board of Directors March 2018	Board of Directors