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## Terms of Reference: Fundraising Committee (FRC)

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<b>Date of Approval:</b>	September 2013, Board of Directors
<b>Last Reviewed:</b>	September 2015
<b>Date for Review:</b>	September 2016
<b>Version:</b>	V3.0
<b>Chair:</b>	Board Member appointed by the Board of Directors
<b>Secretary:</b>	Executive Assistant

### Description

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

- Chair (Board Member)
- Principal & Chief Executive
- Head of Fundraising
- Chair of the Board

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

### Quorum

At least three of the four members must be in attendance.

### Reporting and subcommittees

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

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**Receives reports from:**

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

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**Amendment Record**

<b>Date of Amendment</b>	<b>Type &amp; Summary of Amendment</b>	<b>Amendment Approved By</b>
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

AGREED