



# Fundraising & Development Committee Terms of Reference

## FILE MANAGEMENT:

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**Name:** Fundraising and Development Committee Terms of Reference

**Purpose** The Board has established a temporary Fundraising and Development Committee (the Committee) as a committee of the Board to support the delivery of SOI's 2026-2028 Strategic Plan. The Committee's primary role is to provide strategic oversight for all fundraising activities of Special Olympics Ireland (SOI).

The Committee's purpose is to provide strategic guidance, governance, and support for SOI's fundraising and income generation efforts, ensuring they are effective, ethical, and aligned with the organisation's mission and values during this strategic period. However, the ultimate responsibility for all fundraising activities and policies rests with the Board, which must fully consider the advice and approve or amend the recommendations from the Committee.

**Membership:** Membership of the committee shall consist of at least three Directors, one of whom will be the Treasurer. The Board reserves the right to appoint non-board members with specialist knowledge and expertise in fundraising, marketing, or development, subject to approval by the Board Chairperson. The majority of members at any time will be Board members. The Committee will be chaired by a Board member appointed by the Board.

Other individuals such as the CEO, The Director of Marketing Communications and Fundraising and other relevant staff or external advisers may attend for all or part of any meeting, as and when appropriate.



**Duration of Appointment:**

- The Committee is established for the duration of the 2026-2028 strategic plan. Board members on the committee may remain in position in line with their tenure on the Board of Directors, within the lifespan of the committee.
- External non-directors may be appointed by the Board for a term that does not exceed the lifespan of the committee.

**Meetings:**

- Meetings will be held at least quarterly. The Chair of the Committee may convene additional meetings as deemed necessary. A quorum for any meeting will be three members of the Committee.
- Other Board members or staff may be invited to attend meetings at the request of the Committee.
- Time will be set aside in each Committee meeting for a discussion among Board Members only.

**Authority / Rights:**

- In discharging its responsibilities, the Fundraising and Development Committee will have unrestricted access to members of management, employees, and relevant information it considers necessary to discharge its duties. The Committee is entitled to receive any explanatory information that it deems necessary to discharge its responsibilities.
- The Committee shall have access to sufficient resources in order to carry out its duties will be supported by one or more members of staff as appropriate to the committee's work.
- The Committee may procure and/or avail of specialist ad-hoc advice at the reasonable expense, subject to budgets agreed by the Board, on any matter within its terms of reference.
- The Committee has rights to access to members of the Board and other Committees to seek information relevant to its functions as per this Terms of Reference.

**Duties and Responsibilities:**

**1. Fundraising Strategy and Planning:**

- To review and recommend the annual fundraising strategy and budget to the Board for approval.
- To monitor the implementation and performance of the fundraising strategy against agreed targets and KPIs.
- To explore and recommend new and innovative income streams and fundraising opportunities.

**2. Governance and Compliance:**

- To ensure all fundraising activities are conducted in an ethical manner and comply with relevant legislation, regulations, and best practice guidelines (e.g., the Charities Regulator's Guidelines for Charitable Organisations on Fundraising from the Public).
- To review and recommend fundraising policies to the Board, including those related to donor care, data protection, and acceptance/refusal of donations and cash handling.

**3. Oversight and Performance:**

- To receive and review regular reports from the fundraising team on progress, challenges, and opportunities.
- To provide support and act as a sounding board for the CEO and fundraising team on strategic matters.



#### **4. Board Engagement:**

- To champion fundraising within the Board and encourage the active participation of all Board members in fundraising activities, where appropriate.

The Committee will also carry out such other duties as may be assigned to it by the Board from time to time.

#### **Reporting Responsibilities:**

- The Committee will report to, and is ultimately accountable to, the Board.
- The Chairperson of the Committee shall report on the proceedings of Committee meetings to the next Board meeting. This report will include any recommendations, advice, and relevant matters that should be brought to the Board's attention.
- Minutes of meetings of the Committee will be circulated to the Board.
- The Committee will provide the Board with an Annual Report summarising its activities, progress against its work programme, and the outcome of its self-effectiveness review.
- The Committee shall make a statement and provide an overview of its activities in the Annual Report.

#### **Conflicts of Interest / Loyalty**

Individual members of the Committee must pay particular attention to the avoidance of conflicts (or potential conflicts) of interests / loyalty in any business of the Committee. Should potential conflict arise, the Committee Chairperson should be informed.

#### **Confidentiality**

All committee members must strictly preserve the confidentiality of any information coming to their knowledge in the course of their work as committee members relating to members of the Company, athletes, coaches, families, volunteers or board members /committee members. This confidentiality is to be preserved both during and after the committee member's term of office.

#### **Review**

The committee shall review its own performance and these Terms of Reference at least every two years. A full review of the Committee's scope, terms of reference, and necessity will be conducted by the Board at the conclusion of the 2026-2028 strategic plan to determine if the committee should be continued.