

Donations Acceptance Committee

TERMS OF REFERENCE

1. Scope

1.1. Purpose

To provide a prompt and effective mechanism for BRC to make decisions on whether to accept or decline offers of donations that have the potential to conflict with BRC's ethical framework or may pose an unacceptable reputational risk to the organisation.

1.2. Authority

The committee has delegated authority from the board of trustees in accordance with the terms of reference.

1.3. Reporting

The committee reports to the board of trustees.

2. Membership

2.1. Chair

The committee will be chaired by a trustee appointed by the chair of the board of trustees.

2.2. Members

Core membership of the committee will comprise between four and six members including:

- Between three and five trustees (one of whom will be chair of the committee).
- Up to two external advisors
- Chief Executive Officer (ex officio and non-voting)
- Executive Director of Marketing, Fundraising and Communications (ex officio and non-voting)

2.3. Other attendees

The committee may invite other attendees (non-voting) to act in an advisory capacity, as deemed necessary.

2.4. Terms of office

Two terms of four years each; coterminous with each trustee's terms of office.

External members will be appointed for a fixed term of four years, renewable once.

Ex-officio members shall serve only so long as they continue to occupy the positions by virtue of which they become members.

2.5. Quorum

Quorum is set at three of the voting members, two to be trustees.

In the event of a tied vote, or where the committee cannot reach a decision, the chair will escalate the decision to the full board.

3. Responsibilities

The responsibilities of the committee shall be:

3.1. Oversight of ethical fundraising partnerships

- 3.1.1. The committee has delegated responsibility and is authorised by the board to examine, and review offers of donations under BRC's ethical framework.
- 3.1.2. Decisions made by the committee will conform to the relevant law and relevant guidance from the Charity Commission (England and Wales) and the Fundraising Regulator. The committee has authority to seek appropriate legal advice if required, including for additional due diligence.

- 3.1.3. The committee will follow agreed processes as set out in the ethical fundraising procedure and take advice and guidance from the ethical forum. In order to reach a conclusion the committee must have an explicit rationale for accepting or rejecting each donation or offer of support.
- 3.1.4. Under the ethical fundraising procedure, exceptional cases where a clear decision cannot be reached by the committee, or considerations – such as the reputational risk, donation amount, or appeal-specific factors – are deemed by the committee as highly sensitive, the full board may be convened or consulted to escalate decision making authority.

3.2. Other duties, in exceptional circumstances

- 3.2.1. The committee may advise on ethical issues arising that do not relate to fundraising partnerships; however, management remains responsible for decisions relating to these.
- 3.2.2. In exceptional circumstances, provide a consultancy role at the request of executive directors on other activities covered by the overarching ethical policy.

4. Management

4.1. Secretary

A secretary shall be appointed who will arrange, convene, attend and record all meetings of the committee.

4.2. Papers/agenda

The secretary is responsible for circulating an agenda and papers for the meetings to all members at the earliest convenience before the meeting.

4.3. Meetings

- 4.3.1. Meetings in response to requests from the ethical forum will be convened on an ad hoc basis as required, at the earliest opportunity to avoid unnecessary delays in reverting to the donor or supporter.
- 4.3.2. The aim is to have a decision on whether to accept or reject a donation, support, or fundraising partnership within three working days from referral to the committee, where possible, recognising that the ethical forum will have carried out its initial assessment and due diligence procedures before such referral.
- 4.3.3. A meeting will be held once annually to receive a summary of management decisions taken at the ethical forum. Meetings should be held in person or by video or phone conference if practicable to ensure a robust debate is held, and shared decision is made in which all committee members can contribute. If necessary, assessments can be discussed and decisions taken via email, but this should be the exception.

4.4. Attendance

Members are expected to be available for meetings called at three working days' notice or less. Attendance by tele/video conference can be agreed with the chair.

4.5. Decision log / reporting

The secretary to the committee shall distribute a record of committee decisions within ten working days.

The committee chair will report formally to the board on the committee's proceedings.

5. Version control

5.1. Approval

These terms of reference were approved by the board of trustees on 29 April 2025.