

# Ethical fundraising and quality assurance committee

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## TERMS OF REFERENCE

### 1. Scope

#### 1.1 Purpose

To provide oversight of the ethical fundraising partnerships procedure, Board approved fundraising policies and to provide advice on ethical issues relating to fundraising and, in exceptional circumstances, non-fundraising activity ensuring that ethical and reputational risks are assessed and the organisation's adherence to its charitable objectives and the Movement's Fundamental Principles.

#### 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:

- Up-to three trustees, including the chair
- Executive director of communications and advocacy or if unavailable their nominee (ex officio and non-voting)
- Chief supporter officer (ex officio and non-voting)
- Two external advisors

#### 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. 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 two of the voting members, where at least one member is a trustee. Where the committee cannot reach a decision as per the quorum, the chair shall have the deciding vote.

## **3. Responsibilities**

The responsibilities of the committee shall be to:-

### **Oversight of ethical fundraising partnerships**

- 3.1 Provide oversight of the ethical fundraising partnerships procedure, which sits under the overarching ethical policy.
- 3.1 Take into account ethical and reputational risk when considering fundraising partnerships.
- 3.2 Decide on potential or existing partnerships worth over £50,000, referred to it by the fundraising and supporter engagement directorate, in order to ensure that the overarching ethical policy is upheld.
- 3.3 Power to commission an internal audit review of a sample of fundraising partnerships worth £50,000 or more every two years, in order to test the robustness of the overarching ethical policy and adherence to it.
- 3.4 Provide advice and guidance as required to fundraisers where interpretation of the overarching ethical policy in relationship to a particular partnership is not straightforward.
- 3.5 Advise on ethical fundraising partnerships as requested by the chair of the committee or mandated by the board of trustees.

### **Oversight of fundraising quality assurance**

- 3.6 Provide oversight of the fundraising quality assurance policies which have been approved by the board of trustees.
- 3.7 Review fundraising's performance against the agreed quality assurance frameworks through regular reports from the fundraising and supporter engagement directorate.

- 3.8 Advise on fundraising quality assurance as requested by the chair of the committee or mandated by the board of trustees.

### **Oversight of risk management**

- 3.9 Highlight new areas of risk, resulting from committee decisions, to the attention of the internal audit team.
- 3.10 To regularly scrutinise risk management arrangements and the register; to report and to the Board any significant risks.

### **Other duties, in exceptional circumstances**

- 3.9 The committee may advise on ethical issues arising that do not relate to fundraising partnerships; however management remains responsible for decisions relating to these.
- 3.10 In exceptional circumstances, provide a consultancy role at the request of executive directors on 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 Oversight**

The head of governance maintains an oversight of all committees.

### **4.3 Papers/agenda**

The secretary is responsible for circulating papers for the meetings. Agenda and papers will be circulated to all members at least 5 working days before the meeting.

### **4.4 Meetings**

The committee will normally meet four times a year. Additional meetings may take place at the request of the committee chair as advised by the chief supporter officer and/or secretary.

### **4.5 Attendance**

Members are expected to attend all meetings of the committee unless agreed by the chair. Ex-officio members must nominate a suitable deputy if unable to attend. Attendance by tele/video conference can be agreed with the chair.

### **4.6 Minutes / reporting**

The secretary to the committee shall distribute minutes of each meeting to committee members within ten working days. Minutes will be shared with the board at the following board meeting.

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 at their meeting on 9 April 2019.