

Fundraising Committee: Terms of Reference

1. Purpose

The purpose of the Fundraising Committee is to advise the Company’s Board in the fulfilment of its duties in relation to ensuring that GBS develops a robust fundraising strategy to maximise the opportunities for income generation to support financial sustainability having regard to:

- All fundraising opportunities (corporate sponsorship, donations and philanthropy, gala dinners, differing levels of GBS membership, auctions etc) for all GBS disciplines; and
- The co-ordination of all fund-raising efforts for GBS and ensuring that a consistent storyline is given to all potential sponsors and donors;

2. Delegated Authority

The Fundraising Committee is a permanent standing advisory committee of the Board and shall have delegated authority to:

- investigate, or cause to be investigated, any activity within its terms of reference;
- seek any information from any employee or contractor in order to perform its duties; and
- seek any necessary external professional advice at the Company’s expense.

3 Duties

The duties of the Fundraising Committee are to:

- develop and maintain a list of potential corporate sponsors and noting any preference that they might have for a specific discipline;
- develop and maintain a list of potential donors and noting any preference that they might have for a specific discipline;
- provide to every July board meeting a fully costed fund-raising strategy and plan for each GBS financial year from 1 October 2024 onwards;
- ensure that a schedule of activation and delivery criteria for sponsors and donors is maintained and regularly reviewed to ascertain that all current commitments are being met and to assess the Company’s ability to meet any additional commitments;
- ensure that all fundraising activities are within any guidelines or requirements issued by UK Sport;
- ensure that all fund-raising pitches are attended by at least two GBS personnel (not necessarily two GBS employees but one employee and a member of the committee);
- provide a written report to the Board after each Committee meeting on all matters within its duties and responsibilities and specifically on the progress of its fundraising efforts together with an update on budgeted and actual costs and revenues in the financial year to date; and

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- ensure a consistent GBS message is prepared after each Board meeting for communication to DC chairs and other stakeholders.

In carrying out its duties the Committee shall liaise regularly with the Audit and Risk Committee to understand the ongoing revenue requirements of the Company and seek any advice on the optimum way to structure any potential sponsorships or donations.

4. Membership

4.1 Membership of the Committee shall be as follows: -

- GBS CEO, ex officio (chair of committee);
- GBS Senior Leadership Team (SLT) member responsible for commercial/marketing activities, ex officio (who should also act as Secretary to the Committee);
- Volunteer with creative skills nominated by GBS Chair;
- Representative from the Alpine discipline committee;
- One GBS independent non-executive director;
- Maximum of six co-opted members (to be nominated by GBS Chair in consultation with the Board).

4.2 Appointments to the Committee shall be made by the Board and shall be for a period of up to two years, which may be extended for a further period of up to two years provided the member still meets the criteria for membership of the Committee.

4.3 The Committee may invite other GBS personnel to its meetings. The Chair of the Board may attend any meeting of the Committee.

4.4 The Committee may appoint a separate sub-committee to advise on fund raisings for a specific discipline. The terms of reference for any sub-committee, and its membership, must be approved by the Board.

5. Quorum

The quorum necessary for the transaction of business shall be four members and must include the Committee’s chair, the SLT member responsible for commercial/marketing activities and one additional GBS board member. Decisions of the Committee are taken by a simple majority vote without taking abstentions into account; in the event of a tie the chair of the meeting has the casting vote.

6. Frequency of meetings

6.1 The Committee shall meet as needed but at least four times per year in the four weeks before scheduled Board meetings in January, April, July and September.

6.2 It may conduct its business by telephone or video conference if preferred. In such a case the meeting is deemed to be held at the Company’s registered office.

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7. Notice of meetings

7.1 Meetings of the Committee shall be called by the Committee’s chair or at the request of either the Chair of the Board or the Treasurer.

7.2 Unless otherwise agreed, notice of each meeting confirming venue, time and date, together with an agenda of items to be discussed shall be forwarded to each member of the Committee and to any other person required to attend no later than 3 working days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees, as appropriate, at the same time.

7.3 At the start of each meeting the chair should ensure that each member declares his/her interest in any matter to be discussed and that such interests are minuted.

8. Minutes of meetings

8.1 The proceedings and resolutions of all Committee meetings, including the names of those present and in attendance will be minuted.

8.2 Draft minutes of Committee meetings shall be circulated promptly to all members of the Committee. Once approved, minutes should be circulated to all members of the Board unless it would be inappropriate to do so.

9. Reporting

9.1. The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

10. Other Matters

The Committee shall arrange for periodic reviews of its own performance and, at least annually, review its terms of reference to ensure that it is fit for purpose and operating effectively and recommend to the Board any changes it considers necessary.

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