**A Terms of Reference document can be helpful, particularly with larger projects, to clarify the role and responsibilities of the Campaign Committee/Fundraising Team and ensure there is good communication within the Team and more widely with the Chaplaincy Council.**

**Amend as you wish.**

**Terms of Reference to Establish a Fundraising Team**

**1. Role/Purpose**

The role of the Group will be to develop and implement a fundraising strategy to raise the necessary funds for [chaplaincy] to install [works] in the church building.

1. **Objectives**

* To develop a fundraising strategy and oversee its implementation via an action plan.
* To monitor the progress of the plan, updating it where necessary.
* To contribute knowledge and experience of fundraising issues as necessary.
* To develop communications materials when required.
* To report regularly on the progress towards achieving the fundraising target.
* To take responsibility for coordinating a series of fundraising events/communications and coordinating the activities of any volunteers delegated to organise individual events/communications.

**2. Term**

This Terms of Reference is effective from (insert start date) and continues until the (insert expected date of completion of the network)/will be ongoing until terminated by agreement between the Group and the Chaplaincy Council.

**3. Membership**

The Group will be a sub-committee of the Chaplaincy Council and it is considered that it should consist of no less than four and no more than eight members. Proposed members comprise:

* Chair: Name
* Secretary: Name
* Member:

Further membership (or co-opted membership) may be drawn from the church or wider community by invitation from the Group Chair, and the Chaplaincy Council will be kept informed of any new members.

**4. Roles and Responsibilities**

**The membership of the Group will commit to:**

* attending all scheduled Group meetings whenever possible’
* wholeheartedly championing the project within and outside of work areas;
* sharing all communications and information across all Group members;
* making timely decisions and taking action so as to not hold up the project;
* notifying members of the Group, as soon as practical, if any matter arises which may be deemed to affect the Group or Project.

**Members of the Group will expect:**

* that each member will be provided with complete, accurate and meaningful information in a timely manner in advance of meetings;
* to be given reasonable time to make key decisions;
* to be alerted to potential risks and issues that could impact the project, as they arise;
* open and honest discussions.

**4. Reporting to the Chaplaincy Council**

* A regular written report on the status of the Fundraising Project will be supplied to the Chaplaincy Council will be expected every (insert number) months, and at least (insert number) week before any Chaplaincy Council meeting.
* Exceptional items of interest will be relayed to the Chaplaincy Council immediately.
* All budget expenses will require pre-authorisation from the Chaplaincy Council/Treasurer.
* All fundraising events will require pre-authorisation from the Chaplaincy Council.

**5. Meetings**

The regularity, times and location of the Group’s meetings will be a matter for its own decision.

All meetings will be chaired by (insert name).

A meeting quorum will be (insert number) members of the Group.

Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the Group chair makes final decision.

Meeting agendas minutes will be provided by (Insert name), this includes:

* preparing agendas and supporting papers
* preparing meeting notes and information

Meetings will be held (how often) for (specify time) at (specify location).

If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

**6. Amendment, Modification or Variation**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Group and Chaplaincy Council members.