



THE MORETON BAY FOUNDATION LIMITED

VISION: Moreton Bay will be an international treasure, known for its excellent environmental health, biological diversity, and ecological sustainability, its innovative, robust and resilient economy, and its Indigenous culture and heritage.

VALUES: Evidence Based, Integrity, Independent, Collaboration

MISSION: To focus expertise, wisdom and enthusiasm for the benefit of Moreton Bay.

The Fundraising Committee of The Moreton Bay Foundation (TMBF) Terms of Reference

Delegation: Pursuant to clause 60 of the Constitution, the Board may delegate any of its powers and functions to a committee, as they consider appropriate. That delegation will be recorded in the Company's minute book.

- This Committee will not have any delegated authority in respect of expenditure, and expenditure decision making will rest with the Board.
- The Committee will have delegated authority to pursue activities (including liaison with media) to source income or capital for amounts no more than \$10,000.00. For amounts in excess of \$10,000.00 Board approval will be sought regarding that strategy.
- The spokesperson for the Fundraising Committee in liaison with media will be the Chairperson of the Committee.

Purpose and role of the Fundraising Committee: A sustainable source of income is essential to the delivery of the stated purpose of TMBF. The seeking of, and obtaining, donations will be the major source of income for TMBF. Fundraising will be the key to the Foundation's success. While each individual Board member, and the Board collectively, remains responsible for ensuring TMBF's successful fundraising, the Board establishes this Committee to support it in that responsibility.

- The purpose of the Fundraising Committee is to:
 - provide the Board with impartial, transparent and accountable advice and guidance on planning for, designing and implementing all activities associated with fundraising;
 - Oversee the development and implementation of an integrated, realistic and achievable fundraising strategy which focuses on building fundraising capacity within TMBF;
 - Raise operating income and capital, and or in-kind contributions by way of donation or sponsorship (but not research grants or contractual income from a government or other entity);
 - To advise on, and support the recruitment and training of, fundraising staff (including volunteers);
 - To support and collaborate with the TMBF staff in fundraising activities, and achieving the purpose of this Committee;
- The responsibilities of the Fundraising Committee will be to:
 - Work earnestly and collaboratively as a team to fulfil the purpose of this Committee;
 - Regularly report to the Board, and seek its endorsement of recommendations regarding fundraising; and
 - Maintain good record keeping and other documentation necessary to effect these Terms of Reference and also ensure TMBF complies with legal and other obligations, including:
 - The development of at least an annual fundraising budget ;
 - Enabling the Committee and or the Board to undertake analysis of the Committee's activities, and or actual fundraising income and capital to budget, and identifying key learnings and recommendations; and
 - The development of policy and procedure documents to achieve the purpose of this Committee. Such policy and procedure documents will be endorsed by the Board.

Membership of the Fundraising Committee:

- Members of the Committee will be appointed by the Board, and must include at least one Board member.
- The Committee will appoint its Chairperson, who must be a member of the Board.
- The Chairperson of TMBF, if not a member of the Committee, may attend any meeting of the Committee.



Meetings of the Fundraising Committee

- Meetings must be held in accordance with the provisions of the Constitution, and meeting proceedings including quorum for the Committee will be the same as that stated in the Constitution for meetings of the Board.
- The Fundraising Committee may invite guests to attend any meeting of the Committee, if that guest may positively contribute to the success of the Committee.
- Meeting will be held at least quarterly, and can include teleconference meetings.
- The Chair will prepare and send to Fundraising Committee members at least 4 days before each meeting an agenda and any necessary meeting papers.
- Any member of the Fundraising Committee can request the Chair to include any item of business relevant to the Committee's business, on the agenda.
- Draft meeting minutes will be created for consideration by all Committee members, and endorsement at the next Fundraising Committee meeting.
- A copy of each meeting's minutes will be provided to the Board, as part of the Board papers for the meeting immediately following each Fundraising Committee meeting.

Review:

- The Fundraising Committee will review the relevance and value of its work at the end of each meeting, to ensure that it continually meets its purpose and role.

Definitions of terms:

- Board means the Board of Directors of TMBF
- Constitution means the constitution of TMBF
- TMBF means The Moreton Bay Foundation Limited