

Addison Group of Singers
("Addison")

Terms of Reference: Fund Raising Committee

1. Membership

- 1.1 The committee shall comprise at least one trustee and at least two other suitably skilled and experienced individuals.
- 1.2 Members of the committee shall be appointed by the Addison Board of Trustees, on the recommendation of the full board in consultation with the chair of the Fund Raising Committee. Appointments shall be for a period of up to three years which may be extended for up to two additional three-year periods.
- 1.3 Only members of the committee have the right to attend committee meetings. However, the Chair of the Board of Trustees, the Treasurer, the Secretary or the Governance Trustee and other individuals may be invited to attend all or part of any meeting of the Fund Raising Committee as and when appropriate.
- 1.4 The Addison Board of Trustees shall appoint the committee chair. In the absence of the committee chair and/or an appointed deputy at a committee meeting, the remaining members present shall elect one of themselves to chair the meeting.

2. Quorum

- 2.1 The quorum necessary for the transaction of business shall be two members of the committee.

3. Frequency of meetings

- 3.1 The committee shall meet at least three times a year, termly and at appropriate intervals in the reporting and audit cycle and otherwise as required.
- 3.2 Outside of the formal meeting programme, the committee chair will maintain a dialogue with key individuals involved in Addison's governance, including the Board of Trustees chair and the Treasurer.

4. Notice of meetings

- 4.1 Meetings of the committee shall be called by the chair of the committee or at the request of any of its members.
- 4.2 Unless otherwise agreed, notice of each meeting confirming the time and date, and if appropriate the venue, together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than five working days before the date of the meeting. Any supporting papers shall be sent to committee members and to other attendees, as appropriate, at the same time.

5. Engagement with members

- 5.1 The committee chair should attend the Addison annual general meeting of the members to answer any questions on the committee's activities.

6. Duties

- 6.1 The committee shall have delegated authority to explore avenues for fund raising for Addison.

- 6.2 In consultation with the Classical and Jazz Management groups, and the wider membership as appropriate, set up working groups as necessary to develop initiatives.

7. Reporting responsibilities

- 7.1 The committee chair shall report formally to the Board of Trustees on the committee's proceedings after each committee meeting on all matters within its duties and responsibilities and shall also formally report to the board through the Trustee on how the committee has discharged its responsibilities.
- 7.2 The committee shall make whatever recommendations to the Board of Trustees it deems appropriate on any area within its remit where action or improvement is needed.
- 7.3 The committee shall compile a report on its activities to be included in the Addison annual report.

8. Other matters

The committee shall:

- 8.1 Have access to sufficient resources in order to carry out its duties.
- 8.2 Give due consideration to all relevant laws, regulations and statutory guidance, and any other applicable documents, as appropriate with reference to the Governance Trustee as needed.
- 8.3 Oversee any investigation of activities which are within its terms of reference.
- 8.4 At least annually, review the terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board of Trustees for approval.

9. Review

These terms of reference were approved by the Addison Board of Trustees and are subject to their review and amendment periodically and when necessary.