



Club Procedure MARGOV010

Fundraising Committee

Endorsement Date:	9 th November 2020
Guideline Topic:	Operations of the Fundraising Committee
Guideline Number:	MARGOV010
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1. Purpose and Background

- 1.1 To guide Fundraising Committee in conducting, recording and reporting its meetings; and
- 1.2 To guide the Volunteer Co-ordinator as the Chairperson of the Fundraising Committee regarding their responsibilities to conduct, record and report meeting outcomes.

2 Policy Statement

- 2.1 The Fundraising Committee shall administer and co-ordinate all operational and planning of the Club's fundraising and social activities.

3. Applicability:

- 3.1 This procedure applies to all members of the Marcoola Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Fundraising Committee under the supervision of the Finance Committee.

4. Statutory/Constitution/By-Laws Requirements

- 4.1 This procedure specifically relates to Section 33.1 of the Constitution.

5. Considerations

- 5.1 The Fundraising Committee shall be appointed by the Board after the Annual General Meeting.



- 5.2 The Fundraising Committee shall be comprised of members interested in raising funds for the Club and assisting with social and entertainment activities or the members. This Committee must include the Director of Finance; Junior Activities and Surf Girl representative. The Chairperson of this Committee shall be the Volunteer Coordinator.
- 5.3 The Fundraising Committee shall be responsible for:
 - 5.3.1 Coordinating all fundraising and social activities for the Club;
 - 5.3.2 Identifying any innovative strategies to raise funds on behalf of the Club;
 - 5.3.3 Assisting with the fundraising activities for Surf Girl contestants;
 - 5.3.4 Making recommendations to the Finance Committee regarding fundraising and social activities;
 - 5.3.5 Reviewing the success of activities and keeping a record of all fundraising and social activities;
 - 5.3.6 Dealing with matters referred to it from the Board or Council.

6. Procedures

- 6.1 To control and monitor the responsibilities listed above the Fundraising Committee shall conduct a meeting bi-monthly at a minimum.
- 6.2 The Volunteer Co-ordinator is the Chairperson for meetings and will be elected annually at the Annual General Meeting.
- 6.3 Should the Chairperson be absent, a vote will occur to elect the Chairperson of that meeting.
- 6.4 The Fundraising Committee Agenda (T011) for meetings shall be:
 - 6.4.1 Opening
 - 6.4.2 Attendances;
 - 6.4.3 Apologies;
 - 6.4.4 Attachments;
 - 6.4.5 Disclosure of Interest;
 - 6.4.6 Confirmation of Minutes of Previous Meeting;
 - 6.4.7 Business Arising / Matters Bought Forward;
 - 6.4.8 Correspondence;



- 6.4.9 Reports;
 - 6.4.10 Agenda Items;
 - 6.4.11 General Business;
 - 6.4.12 Next Meeting Date; and
 - 6.4.13 Closure of meeting.
- 6.5 The Fundraising Committee shall report to the Director of Administration within 7 days of their meeting on the required Minutes Template (T012).
- 6.6 Draft Minutes are to be forwarded to all committee members for their approval and confirmation of correctness of the Minutes.
- 6.7 Resolutions or recommendations for consideration by the Board shall also include a rationale to support the resolution or recommendation. This includes but is not limited to:
- 6.7.1 Future social and fundraising proposals;
 - 6.7.2 Budget approvals; and
 - 6.7.3 Current activities designated in the strategic plan.
- 6.8 Dissemination of fundraising information shall be through the Club Administrator by electronic and social media platforms used by the Club.

Authority

P. Hourn
President