

# **SWOP NSW Fundraising and Business Development Advisory Group - Terms of Reference**

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## **Purpose and role**

The purpose and role of the SWOP NSW Fundraising and Business Development Advisory Group is to expand the organisation's funding and business development opportunities beyond the scope of existing State funding agreements in order to mitigate the risk of having one main funder.

The Advisory Group will explore how fundraising and business development opportunities can lead to additional funding sources such as; private individuals, corporations, sponsorship, foundations, Federal and State government funders (outside of its existing funding agreements), bequests, joint ventures, alliances and partnerships.

The Advisory Group will prepare reports and recommendations for the SWOP Executive Committee (EXCOMM) to review and determine what actions are to be taken.

## **Life span or time frame of operation**

This is ongoing standing advisory group with its membership confirmed by the EXCOMM after each AGM

## **Membership**

The aim is to have a diverse range of members (in terms of strength, opinion, experience etc), while also having a small enough number of members to work effectively. Minimum of three members and preferred maximum of six members.

Members may include ExComm members, staff, volunteers, community members, stakeholders & external advisors.

## **Decision making process**

The Advisory Group will select a Chairperson to conduct meetings.

The advisory group will operate on a consensus decision making basis, with the opportunity to present alternative positions/recommendations as seen fit.

## **Powers delegated by the ExComm and limits to authority\***

The Advisory Group may take actions to identify, investigate and make reports and recommendations on funding and business development opportunities for the ECOMM to consider.

The Advisory Group does not have the power to enter into agreements, contracts or make grant applications.

### **Policies and procedures**

All members of the advisory group will be required to adhere to the policies and procedures of SWOP. All members will be provided with a copy of the SWOP Constitution and all relevant policies, including these terms of reference and the Conflict of Interest, Code of Conduct, Privacy, Ethical Procurement, and External Relationships & Partnerships policies.

Members that are neither ExComm members nor staff will be required to sign an agreement to abide by these policies and SWOP's confidentiality agreement as required. In cases where the information is highly confidential, it may be appropriate to collect back any documentation at the end of the meeting for secure disposal.

In line with the SWOP Constitution, the following procedures must be followed in relation to sub-committees/advisory groups:

- Resolutions made by sub-committee must be recorded in the books kept for this purpose, within one month of the resolution being made (clause 17.14a).

### **Reporting requirements**

Reports on meetings and activities are to be provided to the EXCOMM in a timely manner.

### **Time frame for review of terms of reference**

After each AGM.

Terms of Reference approved by the Executive Committee meeting on the 14th of February 2019.