

SHINE CHILDREN AND YOUTH SERVICES (SHINE)
TERMS OF REFERENCE FOR FUNDRAISING COMMITTEE

1. Introduction

1.1 This committee is formed to support the SHINE annual fundraising plan, map strategies and contribute ideas to achieve the annual target as set by the Board, while observing good governance.

2. Objectives

2.1 To raise the annual fundraising target set by the Board to support SHINE services and programmes, while ensuring that these efforts are legal, ethical, appropriate, cost-effective and transparent.

3. Structure

3.1 The Committee shall report to the Board of SHINE and work closely with the community partnership manager. The members of the fundraising committee shall comprise:

- a) A Chairman who is appointed by the Board, and
- b) No less than three members and up to five members.

3.2 Qualifications for Appointment:

- a) For Chairman, a member of SHINE who is a Singapore Citizen or Permanent Resident in Singapore
- b) For member, a Singapore Citizen or Permanent Resident in Singapore
- c) Persons with strong and wide business connections and networks
- d) Observers or consultants may be invited as and when necessary to assist on a project /event basis.

4. Terms of Reference

4.1 The Committee shall:

- a) Review and approve the annual and other ad-hoc fundraising plans
- b) Assist in identifying and providing strategies for the overall plan and fundraising plans/projects/events
- c) Ensure that the fundraising activities and procedures are in compliance with the SHINE Fundraising Policy, as well as the prevailing regulations and guidelines under the Charities Act, the good fund-raising practices outlined under the Code of Governance for Charities & IPCs and the NCSS' Rules to Fund-raising Licenses and Permits
- d) Ensure a well-maintained donor database
- e) Ensure that the confidentiality of donor information and data are observed and practised in accordance with the "Policy on Accountability to & Confidentiality of Donors" as well as in compliance with the Personal Data Protection Act.
- f) Ensure proper recording, transparency and financial controls of fundraising activities and projects in accordance with the Charities Act, Code of Governance for Charities and IPCs and NCSS guidelines.
- g) Assist with making connections through contacts, network and leads for potential donors or sponsors
- h) Assist in maintaining and/or strengthening donor relationships
- i) Appoint working committees for projects/events as and when necessary and whose members need not be members of SHINE
- j) Ensure that paid third-party fund-raisers be engaged with prudence. Such appointments should be reviewed and approved by the Board, considering in particular the rationale and fee arrangements (including commissions payable) involved, with specific deliverables clearly written out.

5. Term of Appointment

5.1 The term of appointment shall be for a period of two years in the first instance and may be extended by the Board upon completion of each term.

6. Frequency and Timing of Meeting

- 6.1 The Committee shall meet at least twice a year and members shall avail their time to the community partnership manager for consultation and advice.