Development Committee
Terms of Reference
Reviewed and Approved June 2024

Membership
Members of the Committee shall be appointed by the Board of Directors of Barretstown ("Board"). The Committee shall be made up of at least four Members: two Board Members, independent advisers, the Chief Executive Officer and Director of Development. The Board shall periodically review the membership of the Committee with a view to ensuring that it remains fit for purpose.

A Member of the Committee shall serve a term of four years. Where recommended by the Nominations & Remuneration Committee and agreed by the Board, a Member may serve a further term of four years.

Members may not have any financial relationship with the company.

It shall be a requirement of ongoing membership of the Committee that a Member attend not less than seventy five percent of all meetings in a calendar year.

Frequency of Meetings
The Committee shall meet as often as may be required to ensure that it discharges its duties properly, but in any event not less than four times a year in advance of Board meetings.

Quorum
The quorum for a meeting of the Committee shall be three Members present in person or by telephone.

Minutes of Meetings
Minutes of Committee meetings shall be recorded and circulated to all Members of the Committee.

Duties
The Committee shall:

- Engage in, assist and support the fundraising efforts of Barretstown;
- Make personal/corporate donations, where feasible and encourage fellow members to do likewise. Board Members on this Committee shall encourage fellow Board Members to donate at a level appropriate to them and request they identify any opportunities to promote Barretstown as a beneficiary for fundraising;
- Identify and cultivate new prospects/donors and make introductions for the Chief Executive Officer and Director of Development to follow up;
- Involve all Board Members in fundraising and help to organise fundraising activities that take into consideration each Board Member's individual talents;

- Evaluate which fundraising strategies (sources and types of donations) work best and which ones do not;
- Accompany fundraising staff on key visits to potential donors where appropriate;
- Attend key fundraising events;
- Support the fundraising team with expressions of thanks when appropriate;
- Set specific annual objectives for the Committee with reporting dates outlined;
- Assist with identifying and recruiting new Members of the Committee;
- Carry out an Annual Effectiveness Review.
- Review of relevant policies and procedures:

1. Our Supporter Charter
2. Acceptance or Refusal of Donation Policy

Reporting

The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

Authority

The Committee is authorised to seek any information it requires from the Chief Executive Officer, Finance Director or Director of Development in order to perform its duties.

The Committee is authorised to obtain, at the organisation's expense, outside legal or other professional advice on any matters within its Terms of Reference, subject to the approval of the Board.