

# Fundraising Sub-Committee

## SAMMNA – Terms of Reference



### **Sub Committee Name: Fundraising Sub-Committee**

**Chair:** Elected from the members and approved by the SAMMNA Board

**Responsible to:** SAMMNA Board

**Purpose:** To organise fundraising events, grant applications and sponsorship opportunities.

Activity windows will be:

- Southern Dragons Tours (September to March) and
- Other ongoing fundraising activities for SAMMNA (May to August)

**Authority:** Coordinates all fundraising events, grant applications and sponsorship packages with support from the SAMMNA Board

The chair will ensure that all decisions made by the sub-committee reach a majority consensus of all members prior to being implemented and prior to reporting back to the Board

### **Timeframes, Reporting and Deadlines:**

- The sub-committee will meet at least monthly, they may meet more or as required to prepare for events.
- The sub-committee will provide a written report to the Board at the AGM
- The sub-committee will be reappointed at the AGM at which time these Terms of Reference will be reviewed

### **Composition:**

- Consists of the chair and at least 3 other members
- Members may be from the SAMMNA Board or not
- Members should be suited to facilitate fundraising events
- During Dragons season the Team Managers will be added to the sub-committee
- The chair of the sub-committee will be Elected from the members and approved by the SAMMNA Board.

**Specific Areas of Responsibility:**

- Creating a long-term strategic plan for the application of grants and sponsorship money and fundraising events
- Planning and organising running fundraising events, year round
- Create and review sponsorship packages for the Association, M League competitions and teams and Dragons teams and players
- Preparing and managing budgets for fundraising events in coordination with the SAMMNA Treasurer
- Sourcing donations to be used as prizes and for additional fundraising, from SAMMNA Members and other external sources
- Sourcing event sponsors and engaging with key stakeholders in consultation with the SAMMNA Board.
- Collaborate with other sub-committees as required

**Other Resources:**

- The sub-committee can apply to the SAMMNA Board to obtain any resources needed