

## **Doorway Wiltshire Ltd**

### **Friends of Doorway Committee**

#### **Terms of Reference**

##### **Areas of Responsibility**

The main role of Friends of Doorway is to raise funds in the community by means of street collections and other events. All funds raised will be handed over to the Treasurer without deduction and without delay. Money raised by the Friends' Committee will be treated as unrestricted funds by the Trustees.

In addition the Friends' Committee will assist with awareness-raising in the local community in line with Doorway's PR strategy and in consultation with the Chief Executive.

##### **Delegated Powers of Decision Making**

- The committee will develop its own calendar of fundraising events each year
- A calendar of awareness-raising events may also be prepared in consultation with the Chief Executive
- The Committee will consider any request from the Board or Chief Executive to organise additional events but will have the right to turn down any request, for example if they believe they lack the necessary resources.
- The Board will agree an amount each year for expenditure by the Friends' Committee for setting up and running awareness or fundraising activities. The Friends' Committee will provide receipts or other evidence of approved expenditure to the Treasurer

##### **Committee Membership**

The Committee will comprise up to 6 members, one or more of whom may also be a Trustee of Doorway Wiltshire Ltd. In addition the Friends' Committee will recruit and maintain a list of volunteers willing to assist at events on an ad hoc basis but who will not have the right to vote on committee decisions.

##### **Quorum**

The quorum for any meeting or vote is 3 members of the Committee.

##### **Chair**

The Chair will be appointed annually by the Board of Doorway Wiltshire Ltd

##### **Frequency of Meetings**

The Friends' Committee will meet at least 6 times a year

##### **Minuting and Reporting**

The Friends' Committee will record at each meeting details of their activities, decisions they have made and an agreed action list.

The person responsible for recording the above will be decided at each meeting.

Draft minutes will be circulated to Committee members after each meeting by the person who wrote them, and signed by the Committee Chair after approval at the next meeting of the Committee.

A brief written summary of activities will be submitted by the Committee Chair to the Secretary of the Board of Doorway Wiltshire Ltd a week prior to each board meeting. A representative of the Friends' Committee (usually the Chair) will be invited to attend Trustee Board meetings.