

Stakeholder Engagement and Fundraising Committee – Terms of Reference

Forum Purpose:

The purpose of the Mornington Peninsula and Western Port Biosphere Reserve Foundation ('the Biosphere Foundation') **Stakeholder Engagement and Fundraising Committee** is to:

- provide a forum for open communication and two way engagement with the Foundation's members, sponsors, partners and other stakeholders,
- lead the development and implementation of fundraising strategies in support of the Foundation's activities and projects.

Committee Responsibilities:

The Committee is responsible for:

- a) Maintaining a database of existing members and ensuring regular communication opportunities with them
- b) Developing a plan for informing, educating, consulting and collaborating with members and stakeholders
- c) Maintaining a list of potential sponsors and funders and their areas of interest
- d) Developing and implementing fundraising strategies and packages for members, sponsors, partners and other donors
- e) Monitoring and evaluating the fundraising strategy including oversight of funds allotted and spent

Authority and decision making:

The Committee is delegated authority from the Board. The key decisions delegated to this Committee are as follows:

- Decide on specific, targeted communications with members and stakeholders
- Decide the fundraising strategies to be pursued and implemented
- Decide which sponsors and funders to approach and the nature of the approaches to be made.

The Committee will make recommendations to the Board for ratification.

A summary of activity underway, decisions made and issues and risks is to be reported to each Board meeting.

Members:

- a) The Treasurer, who will assume the Chair
- b) One other member of the Board
- c) One to two other Foundation members, preferably with experience or interest in stakeholder engagement and/or fundraising
- d) The Executive Officer

Meetings: The Stakeholder Engagement and Fundraising Committee will hold a minimum of four meetings a year. Additional meetings may be held as required at the discretion of the Chair.

Meetings may be held in person or by telephone.