**Insert name of museum**

**Fundraising committee**

**Terms of Reference**

**Background:** The Fundraising Committee was formed in (insert date) to develop the XX Museum Board so that its members effectively engage with seeking support and fundraising for the museum from the private sector.

**Purpose:** The purpose of the Fundraising Committee is to seek high value donations/funding for [insert name of museum campaign], and to coordinate the museum’s overall approach to developing support and fundraising for the museum. Activities will include (but are not strictly limited to):

**CULTIVATION OF HIGH NET WORTH INDIVIDUALS**

* Gathering information and contacts from the Board to identify targets for seeking fundraising.
* Undertaking research into local companies and individuals, and companies/individuals with links to the museum’s areas of work, to identify targets for fundraising.
* Organising and hosting a planned programme of cultivation and fundraising events for potential donors.
* Ensuring trustees maintain and develop relationships with existing and new donors after initial money has been offered.

**MANAGING INFORMATION**

* Reviewing and developing the design and content of the donor database, to ensure it is fit for purpose for long term, large scale fundraising plans.
* Ongoing management of contact and donor records.

**CREATING AND SHARING THE CASE FOR SUPPORT**

* Working with museum staff to develop the case for support for this phase of fundraising.
* Ensuring the Board are briefed on the case for support and how it applies to any fundraising the board will undertake.

**INTERNAL ADVOCACY**

* Championing the need for Board fundraising.
* Identifying how the Board can play a role in developing fundraising/support activity throughout the organisation (e.g. with staff and volunteers) and creating a plan of action to achieve this.
* Supporting trustees in undertaking fundraising/support activities, such as providing a framework and timescales for activities, and addressing trustee concerns or skills gaps (e.g. through facilitation and/or training).
* Identifying different roles which trustees can play in seeking fundraising/support, which reflect the diversity of the Board and its skills/experience.
* Work with museum staff to ensure fundraising efforts are coordinated and areas of responsibility are clear (e.g. trusts and grant bodies vs. major donors) and champion volunteers to undertake fundraising activities.
* Should a fundraising skills gap be identified at board level, to lead on the recruitment of a suitable trustee.

**Membership:**

* Membership comprises the following trustees: [fill in as appropriate]
* Membership is limited to a maximum of x trustees and x external advisors/volunteers
* Membership rotation [complete as appropriate]. Suggest annual or bi-annual rotation with new members to be recruited from the board based on the skills needed by the group and via self-nomination.
* Museum staff may attend meetings on invitation in a reporting/support capacity.

**Accountability:**

* The fundraising committee will be responsible for setting the parameters of its work, as well as creating and monitoring progress against its own work plan. It will report on its work to the Board and will be a standing agenda item, and will update museum staff as appropriate.
* Arrangements for who will chair and minute meetings: [complete as appropriate]
* The fundraising committee will have a clear action plan with measurable outcomes, against which it will monitor and report. The Action plan will be reviewed in {insert date].
* The fundraising committee will be in regular communication with museum staff to ensure its work is coordinated.

**Review:**

* The fundraising committee will run to [insert date] with this remit. Suggest a period of 3 years or whatever fits with current phase of fundraising.
* The action plan will be the document against which the committee will review its successes and identify any further actions needed.

**Meetings:**

* Frequency of meetings to be agreed and diarised at first meeting

**Sharing of information and resources:**

* Group members will share information and resources via [Dropbox?]
* Any confidential materials will be managed in line with the Museum’s processes to ensure compliance with relevant legislation (e.g. Data Protection Act).