



**DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO. GOV013
OPERATIONS OF THE
FUNDRAISING SUB-COMMITTEE**

Document Control

Version Control

Date	Version	Details	Author
23.04.2017	1	Initial Introduction of Procedure	Secretary
25.05.2020	2	Annual review of policies	Secretary

1. Purpose and Background

- 1.1 To guide Fundraising Sub-Committee in conducting, recording and reporting its meetings; and
- 1.2 To guide the Volunteer Co-ordinator as the Chairperson of the Fundraising Committee regarding their responsibilities to conduct, record and report meeting outcomes.

2 Policy Statement

- 2.1 The Fundraising Sub-Committee shall administer and co-ordinate all operational and planning of the Club's fundraising and social activities.

3. Applicability:

- 3.1 This procedure applies to all members of the Dicky Beach Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Fundraising Sub-Committee under the supervision of the Finance Committee.

4. Statutory/Constitution/By-Laws Requirements

- 4.1 This procedure specifically relates to Section 32.1 of the Constitution; By-Law 5.9.

5. Considerations

- 5.1 The Fundraising Sub-Committee shall be responsible for:
 - 5.1.1 Coordinating all fundraising and social activities for the Club;
 - 5.1.2 Identifying any innovative strategies to raise funds on behalf of the Club;
 - 5.1.3 Assisting with the fundraising activities for Surf Girl contestants;



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- 5.1.4 Making recommendations to the Finance Committee regarding fundraising and social activities;
- 5.1.5 Reviewing the success of activities and keeping a record of all fundraising and social activities;
- 5.1.6 Dealing with matters referred to it from the Board or Council.

6. Procedures

- 6.1 To control and monitor the responsibilities listed above the Fundraising Sub-Committee shall conduct meeting bi-monthly at a minimum.
- 6.2 The Volunteer Co-ordinator is the Chairperson for meetings and will be elected annually at the Annual General Meeting.
- 6.3 Should the Chairperson be absence, a vote will occur to elect the Chairperson of that meeting.
- 6.4 The Fundraising Sub-Committee Agenda (TEMP014) for meetings shall be:
 - 6.4.1 Opening
 - 6.4.2 Attendances;
 - 6.4.3 Apologies;
 - 6.4.4 Disclosure of Interest
 - 6.4.5 Declaration of Confidentiality
 - 6.4.6 Confirmation of Minutes of Previous Meeting;
 - 6.4.7 Business Arising;
 - 6.4.8 Correspondence;
 - 6.4.9 Budget Issues;
 - 6.4.10 Strategic Plan;
 - 6.4.11 Reports;
 - 6.4.12 General business;
 - 6.4.13 Next Meeting Date; and
 - 6.4.14 Closure of Meeting.
- 6.5 The Fundraising Sub-Committee shall report to the Finance Committee within 7days of their meeting on the required Minutes Template (TEMP009).
- 6.6 Draft Minutes are to be forwarded to all committee members for their approval and confirmation of correctness of the Minutes.
- 6.7 Once the Minutes have been approved, a signed copy should be forwarded to the Treasurer for consideration of the next Finance Meeting.
- 6.8 Resolutions or recommendations for consideration by the Finance Committee shall also be provided on the Cover Committee Report (TEMP010) and



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should include a rationale to support the resolution or recommendation. This includes but is not limited to:

- 6.7.1 Future social and fundraising proposals;
 - 6.7.2 Budget approvals; and
 - 6.7.3 Current activities designated in the Strategic Plan.
- 6.9 Any committee member may also attend any Finance Committee meeting (advising the Treasurer seven days prior to attendance) to further clarify any resolution or recommendation from this committee.
- 6.10 Dissemination of fundraising information shall be through the Club Administrator by electronic and social media platforms used by the Club.

Authority

John Scott
President