

Charter - Development Committee

1. COMMITTEE PURPOSE

The primary function of the Development Committee is to assist the Youth Off The Streets Limited (YOTS) Board of Directors in fulfilling its responsibilities by reviewing:

- 1.1 The current status of YOTS fundraising and strategic income generation initiatives.
- 1.2 Proposals for both general and specific purpose fundraising activities and ensuring that they are consistent with the underlying goals and values of YOTS.
- 1.3 Ongoing developments in fundraising and income generation, including corporate partnerships, in the not-for-profit sector with a view to recommending to the Board of YOTS any suitable initiatives.

2. COMMITTEE RESPONSIBILITIES

The Development Committee is to:

- 2.1 In relation to current and proposed fundraising initiatives:
 - Ensure that fundraising and income generation initiatives are budgeted and regularly monitored and that this information is communicated to the Board on a regular basis.
 - Undertake regular reviews in respect to the efficiency and effectiveness of current initiatives and make appropriate recommendations to the Board.
 - Assess the appropriateness of new fundraising and income generation initiatives to ensure they align with the goals and values of YOTS and where appropriate make recommendations to the YOTS Board.
- 2.2 In relation to YOTS strategic development plans:
 - Review key elements of YOTS annual strategy plan and ensure that there are appropriate fundraising and income generation mechanisms in place to support any major new service initiatives.
 - Consider, and if appropriate, formulate new and innovative fundraising and income generation strategies in consultation with YOTS senior management and make appropriate recommendations to the Board.

3. COMMITTEE MEMBERSHIP

- 3.1 Committee membership shall consist of at least two and not more than four Board Members and the YOTS Chief Operating Officer (COO).
- 3.2 Subject to Board approval, the Chairperson of the Development Committee may invite external specialists and volunteers to serve as committee members.
- 3.3 Committee membership is to be reviewed by the Development Committee at least every two years with recommendations for any changes to be made to the Board for approval.

Charter - Development Committee

- 3.4 Members of the YOTS Fundraising and Marketing and Corporate and Government Partnerships teams may be invited from time to time to present papers.
- 3.5 The Secretary of the Development Committee will be the PA to the Chief Operating Officer.

4. COMMITTEE REPORTING OBLIGATIONS

- 4.1 The Chairperson of the Development Committee must report to the Board meeting following each Development Committee meeting. The report should include:
- Any formal resolutions of the committee.
 - Any recommendations to the Board requiring action and/or approval.
- 4.2 The Development Committee's minutes (including details of members present) must be submitted to the Board at its next meeting.

5. MEETINGS

- 5.1 The Development Committee shall meet at least six (6) times per year.
- 5.2 Two members will constitute a quorum. Individuals invited to attend Development Committee meetings do not count as part of the quorum.

6. COMMITTEE PERFORMANCE REVIEW

- 6.1 The Development Committee should undertake an annual review of its own performance and report the results to the Board.

7 CHARTER REVIEW

- 7.1 The Board must approve the Charter and all amendments to the Charter. The Charter shall be formally reviewed on a periodic basis, but at least every two years.

Date:

CHAIRMAN: