

Community Foundation of Singapore
TERMS OF REFERENCE FOR DONOR RELATIONS COMMITTEE

1. PURPOSE

- 1.1 The purpose of the Donor Relations Committee (the Committee) is to ensure that CFS has the appropriate policies and procedures to ensure compliance with the Code of Governance “Good Fund-raising Practices”. It is to provide counsel regarding stewardship policies, procedures, and strategies that ensure CFS can continue to grow its donor base.

2. MEMBERSHIP

- 2.1 The Chairperson of the Committee shall be appointed by the Board and must be a Board member.
- 2.2 The Committee members shall be appointed by the Chairperson of the Committee and need not be CFS board member.
- 2.3 The Committee will have at least three (3) members, all non-executive.
- 2.4 The membership term limit will correspond with CFS Board’s term and renewal process. Members of the Committee can serve a maximum of six (6) years. Any member of the Committee, after completion of six (6) consecutive years, may be reappointed after a break of one (1) year.
- 2.5 The members of the Committee must be appropriately qualified to discharge their responsibilities.

3. DUTIES

- 3.1 The Committee will perform the following functions:
- 3.1.1 Review, evaluate and endorse strategic marketing, fundraising and stewardship programmes.
 - 3.1.2 Facilitate strategy for identifying new fundraising opportunities.
 - 3.1.3 Facilitate in referrals and contacts for new donors.
 - 3.1.4 Plan and review programmes to meet CFS targets.
 - 3.1.5 Oversee and review CFS due diligence process to ensure Management performs the necessary and relevant checks according to CFS mandate and the donor’s intent.

4. AUTHORITY

4.1 The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek information from any employee. All employees will be directed to co-operate with any request made by the Committee.

5. MEETINGS

5.1. The quorum of members of the Committee shall be three (3). A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

5.2 The Committee shall meet at least twice a year and at such other times as the Chair of the Committee shall require. When necessary, other discussions and approvals throughout the year may be coordinated via email circulation or tele-conferences.

5.3 Any member of the Committee or Management may request for a meeting at any time if they consider it necessary.

5.4 Notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed shall be given to the members of the Committee prior to the meeting in a timely manner.

5.5 The proceedings and resolutions of all Committee meetings, including the names of those present and in attendance, shall be duly minuted.

5.6 After each Committee meeting, the Chairperson shall report the Committee's findings and recommendations to the Board.

5.7 Minutes of Committee meetings shall be circulated to all members of the Committee, Management and the CFS Board.

6. TERMS OF REFERENCE

6.1 CFS Management will review, adjust and seek approval for the terms of reference when necessary to ensure that they remain relevant.

Prepared by: Risk & Governance
Reviewed by: Catherine Loh
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Remarks: Change to reflect updated Constitution