

Opportunity International Australia

Revenue Committee Charter

April 2014

This Charter outlines the purpose, powers, composition and reporting requirements of the Revenue Committee (Committee) as delegated by the Board of Opportunity International Australia (Board).

1. Purpose

The primary function of the Committee is to assist the Board in supporting the organisation's revenue raising activities by:

- overseeing and providing input to the revenue raising strategy and implementation
- supporting the executive and staff to be effective revenue raisers and secure sufficient funding to operate effectively
- monitoring Opportunity's compliance to the Donations and Revenue Policy, and
- monitoring revenue raising performance.

2. Authority

The Board is responsible for determining the extent of powers delegated to the Committee and the Committee's existence does not reduce the obligations of the Board or management.

The Committee will operate in alignment with Opportunity's Vision, Mission and Motivation Statements and provide recommendations to the Board for consideration. The Board as a whole is responsible for accepting, modifying, or rejecting the Committee's recommendations.

The Board delegates to the Committee the authority to assess and approve fundraising activities and/or the receipt of revenue that may not be compliant with the Donations and Revenue Policy. All decisions made by the Committee will be reported to the Board at the next appropriate opportunity.

3. Membership

Members of the Committee, including the Chair of the Committee, will be appointed by the Board on the basis of their business development, fundraising or marketing skills. The Committee will be comprised of:

- at least three Directors
- external members with relevant expertise, experience and/or contacts, and
- the CEO and Donor Relations Director as ex-officio members.

The Chair of the Committee can be the Chair of the Board. The Chair of the Board, if not a member of the Committee, will be an ex-officio member of the Committee and will receive copies of the agenda and all reports.

Committee members are appointed for a term of three years, or such other period as determined by the Board, and are eligible for re-appointment subject to the composition and skill requirements for the Committee.

The Committee will perform a self-evaluation of their performance annually, based on the following performance indicators:

- Board members are conversant with and strongly committed to Opportunity's revenue raising strategy and goals
- Board members are able to clearly articulate Opportunity's accomplishments and goals to raise awareness
- the Board is a willing and effective participant in Opportunity's revenue raising strategy, and

- the Board works to educate the community about the role and mission of Opportunity and brings the views of the wider community back to the board table.

4. Meetings

The Committee will meet at least four times per year, with authority to convene additional meetings as circumstances require.

A quorum will be two members, one of whom must be a Board member, present in person, by teleconference or by electronic means. The Committee will invite members of management, external consultants and others to attend meetings and provide information as necessary.

Any Board member that is not a member of the Committee is welcome to attend meetings of the Committee as an observer.

The agenda and supporting papers will be circulated to Committee members in advance of meetings. At the discretion of the Chair, additional papers may be tabled for discussion at the meeting.

The Company Secretary is the co-ordinator and minute secretary for the Committee. Minutes are reviewed by the Chair of the Committee and circulated to the Committee within 30 days of a meeting. Once approved by the Committee, the minutes of Committee meetings are tabled at the next Board meeting.

5. Duties and Responsibilities

Revenue Raising

One of the Board's most important roles is to ensure there are adequate resources for Opportunity to achieve its program objectives.

The Committee assists the Board in supporting the organisation's revenue raising activities and will:

- review and oversee the revenue raising strategy and plans, including:
 - revenue mix necessary to meet Opportunity's goals and
 - investment strategies for revenue raising activities
- assess performance against the strategy

The Committee will take the lead in supporting all Board members to:

- assist in retention activities such as
 - thanking donors, sponsors and other supporters where appropriate
- assist in growth activities such as:
 - support Opportunity's introduction activities by speaking at industry and other conferences
 - hosting events for potential supporters
 - work with management on media opportunities including publishing regular articles or columns in print or other electronic media to build Opportunity's credibility (e.g. newsletter)
 - solicitation of donors and prospects
 - identifying potential grants or corporate sponsors
 - identifying 'connectors' who can introduce Opportunity to new markets and targeted prospects
- assist in major account management development and execution, in particular:
 - government grants
 - global network partnerships
 - corporate partnerships and
 - philanthropic foundations
- develop personal fundraising activities.

Financial Stewardship

The Committee assists the Board by monitoring the cost of raising revenue against industry standards.

Ethics in Revenue Raising

Board members must ensure they are informed of the amounts raised in all revenue raising campaigns as well as how and from whom the funds were raised.

The public must feel confident that the Board will hold management accountable for responsibly managing their funds, donations and gifts exclusively to further Opportunity's stated mission and objectives.

The Committee assists the Board to fulfil its responsibilities and will:

- review the Donations and Revenue Policy for submission to the Board for approval
- assess and report on Opportunity's compliance with the Donations and Revenue Policy, and
- monitor management's response to reviews and recommendations of the Committee regarding the Donations and Revenue Policy and procedures.

Advocacy

The Board is an important link between Opportunity and the broader community. It represents the interests of Opportunity to the broader community and it should consider the diversity of stakeholder views back within Opportunity.

The Committee assists the Board by working with management to:

- recommend Board candidates as media spokespeople who may:
 - be interviewed on particular issues in print or electronic media
 - compose letters to the editor
 - publish articles on current events that impact Opportunity or its constituency
- develop government relations
 - lobby politicians and brief government officials about key issues facing Opportunity and its members.