

## **OPPORTUNITY INTERNATIONAL AUSTRALIA REVENUE COMMITTEE CHARTER**

November 2022

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 Committee exists to support the Board in developing, executing, and embedding the organisation's vision, strategies, activities and behaviours, and organisational culture and capability related to revenue raising:

- creating a culture and organisational capability that enables market-leading fundraising
- overseeing and providing input into the development and execution of revenue raising strategies across agreed segments and channels, that are repeatable, valuable, and scalable
- supporting the activities and behaviours of the executive and staff to be effective revenue raisers
- monitoring Opportunity's compliance to the Fundraising Policy, and
- monitoring revenue raising performance, and continuously reviewing and enhancing strategy and enablers to maximise 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 Fundraising 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.

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 have access to 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 its performance annually. Committee members are expected to:

- be conversant with and strongly committed to Opportunity's revenue raising strategy and goals
- be able to clearly articulate Opportunity's accomplishments and goals to advocate and raise awareness
- be willing and effective participants in Opportunity's revenue raising strategy, and
- educate the community about the role and mission of Opportunity and bring 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 may 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 members and posted on the Directors' portal within 21 days of a 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, plans and goals, including:
  - revenue mix necessary to meet Opportunity's goals and
  - investment strategies for revenue raising activities
- assess performance against the strategy and fundraising targets.

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:
  - oversee and provide input into the development, review, and refinement of the organisational fundraising strategy for submission to the Board for approval
  - oversee the execution of the fundraising strategy, monitoring performance against agreed targets and goals
  - lead and support fundraising initiatives undertaken by the wider team
  - develop personal fundraising activities
  - 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 and online articles)
  - identifying and soliciting 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.

### **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 Fundraising Policy for submission to the Board for approval
- assess and report on Opportunity's compliance with the Fundraising Policy, and

- monitor management's response to reviews and recommendations of the Committee regarding the Fundraising 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.