 YOUTH SPORT TRUST	Terms of Reference	Document Number: YSTBToR04
	Youth Sport Trust (YST) Fund Development Committee	Document Owner: YST CEO Version number: 1 Updated: Sep-2021 Review by: Sep-2023

1. Purpose

The Fund Development Committee (the Committee) is a Committee of the Board of Directors (the Board) of Youth Sport Trust (YST) from which it derives its authority and to which it regularly reports. The terms of reference are approved by the Board.

The purpose of the Fund Development Committee is to consider the sustainability of established core functions of the charity, and to provide guidance on the potential for other opportunities to grow the charity in terms of fundraising and business development

2. Objective


To establish and oversee the implementation of a Fundraising & Business Development strategy which contributes to the charity's overall strategy and Business Plan.

3. Membership and attendance

- 3.1. The Committee shall be composed of a minimum of 6 members, including at least one member from each of the following:
 - non-executive YST Board Director;
 - YSTe Board Director;
 - independent representative; and
 - YST executive.
- 3.2. The Board shall appoint the Committee members, the Committee Chair and any deputy to the Chair. In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect a member to chair the meeting.
- 3.3. The YST CEO will have the right to attend Committee meetings and other individuals may be invited to attend for all or any part of the meeting, as and when appropriate and necessary.
- 3.4. The YST Director of Fundraising and Business Development or their nominee shall act as Secretary of the Committee responsible for:
 - 3.4.1. Organising committee meetings;
 - 3.4.2. Circulation of agenda; and
 - 3.4.3. Taking minutes.
- 3.5. Membership of the Committee will be reviewed on an annually at the YST Board AGM, to ensure that members remain relevant to achieve the Committee's goals and objectives

4. Quorum and proceedings at meetings

- 4.1. The quorum for the Committee meetings shall be 4 members - *the quorum must include at least two members that are not YST executives.*
- 4.2. The Committee meets at least four times a year, or more frequently if required, and at other times when the Chair of the Committee requires.
- 4.3. Any Committee member or the YST CEO may also call additional meetings as necessary.
- 4.4. Any member of the Committee shall count towards the quorum and be able to participate in meetings by telephone, video conference or other electronic means.

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5. Agenda and Minutes

- 5.1. Meeting agendas will be prepared by the Chair in conjunction with the YST CEO and circulated to all members of the Committee no later than a week before the meeting.
- 5.2. Minutes will be taken by the YST Director of Fundraising and Business Development or nominated person attending the meeting, which may include a member of the Committee.
- 5.3. The minutes of meetings of the Committee shall be circulated to all members of the Committee and to nominated recipients as soon as practicable after the meeting. The minutes shall also be circulated to all members of the YST Board unless it is inappropriate to do so.

Duties


Develop a long-range fund development plan with revenue goals and action plans that is consistent with YST's strategic and business plan.

6. Business Development

- 6.1. Review and confirm the YST Ethical partnerships framework and ensure that it aligns with Charity Commission regulations.
- 6.2. Ongoing review of IP portfolio including the evaluation of assets and to investigate opportunities for exploitation.
- 6.3. Work with the executive team for brainstorming new ideas for product and service development.
- 6.4. Identify mutually beneficial partnerships to further the charity's objectives including charitable giving
- 6.5. Develop income generating opportunities for the YST through exploitation of the following:
 - 6.5.1. Media rights (including digital linear and non-linear)
 - 6.5.2. Sponsorship of YST IP
 - 6.5.3. Other income streams (e.g. retail)
- 6.6. Recommend development of the YST products/services/event portfolio and calendar.
- 6.7. Review and advise on levels of sponsorship recognition, rights delivery and account management
- 6.8. Develop marketing strategy for products and services to help increase penetration into existing and new markets.

7. Fundraising

- 7.1. Assist with the development and cultivation of mutually supportive fundraising partnerships with national and local community groups and organisations;
- 7.2. Support the fundraising team to identify, research, solicitate, foster and steward major prospect and donors (including estates) so as to build a pipeline of on-going support;
- 7.3. Create and recommend fund development policies that ensure that fundraising best practices are maintained and that the charity's fund development program is donor-centric;
- 7.4. Review methods of donor recognition
- 7.5. Uphold the principles set by the Fundraising Regulator

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- 7.6. Monitor and evaluate progress in meeting fundraising targets and return on investment;
- 7.7. Promote and support fundraising events/activities by attending, volunteering and/or giving monetary/in kind assistance to the level that committee members are able;

8. Connectivity:

- 8.1. Maintain a connection with the Audit & Risk Committee and the Board of YSTe to understand the sustainability of core operations of the Charity.
- 8.2. When appropriate, liaise and collaborate with the executive team, providing suggestions around efficiency and improving business models for activities.
- 8.3. Identify potential new sources of revenue which could support the priority functions of the Charity for a sustained period.

9. Reporting responsibilities

- 9.1. The Committee Chair shall report to the board on its proceedings after each meeting on all matters within its duties and responsibilities.
- 9.2. The Committee shall make whatever recommendations to the board it deems appropriate on any area within its remit where Board approval is needed.

10. Assessment and Evaluation of the Committee’s Performance

- 9.1 The Committee will determine the goals and objectives of the Committee for the forthcoming year and review the Terms of Reference in light of any modification to the Committee’s goals and objectives, as may be decided by the Board.
- 9.2 The Committee will, at least once a year, have its performance reviewed in the method prescribed by the Board, to assess if they are working effectively, achieving their established goals, providing value to the organisation, and to determine whether the Committee is still required.

Amendment Log

Date	Change	Made by	Approved by
Sep-2021	First Issue	Ali Oliver	YST Board