



**Women's Mental Health Network Victoria  
Fundraising Sub-Committee  
Terms of Reference**

**PURPOSE:**

The mandate of the Fundraising Sub-Committee is to assist Women's Mental Health Network Victoria in the planning, coordination and implementation of all fundraising activities in support of the projects and activities of Women's Mental Health Network Victoria.

**1. *Role and Responsibilities***

The Sub-Committee will, on request or with the permission of the Committee of Management, perform the following tasks:

- a) Advise the Committee of Management on any fundraising matter;
- b) Develop the fundraising strategy for Women's Mental Health Network Victoria;
- c) Implement, monitor and evaluate the fundraising strategy once it is adopted;
- d) Identify and maintain a list of existing and potential sponsors and funders;
- e) Assume the lead for certain fundraising activities, such as membership recruitment;
- f) Assist the Committee of Management in managing interactions with sponsors/funders: obtaining funds or in-kind services, thanking sponsors/funders in writing.

**2. *Sub-committee composition***

- a) The Sub-Committee may be headed by one Chair or two Co-Chairs. Any member is eligible to join the Sub-Committee upon nomination by the Committee of Management of Women's Mental Health Network Victoria. A request for nomination may be sent to the Co-Chairs of the Sub-committee.

**3. *Meetings of the Standing Sub-Committee and Reporting***

- a) Meetings will be held at least four (4) times per year or as otherwise agreed to by the Subcommittee.
- b) A quorum for meetings is at least half the number of currently appointed Subcommittee members.
- c) Minutes of proceedings shall be kept of all meetings of the Subcommittee.

**4. *Governance***

- a) The Sub-Committee will report regularly to the Committee of Management of Women's Mental Health Network Victoria through the Chair.
- b) The Sub-Committee will report to the members of Women's Mental Health Network Victoria at the Annual General Meeting.