

Policy: Fundraising for the Group



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Supporting documents					
References & Legislation:	Charitable Fundraising Act 1991 (NSW) , and Charitable Fundraising Regulation 2021 (NSW) .				

1. Purpose

The purpose of this policy is to establish a governance framework for the initiation, approval, and management of fundraising activities conducted by the Arcadians Theatre Group. The policy ensures that all fundraising efforts align with the values and objectives of the theatre and support its long-term sustainability.

2. Scope

This policy applies to all fundraising activities conducted on behalf of the Arcadians Theatre Group, including initiatives led by the Fundraising Committee, volunteers, and third-party authorized to act on behalf of the Arcadians Theatre Group.

3. Fundraising Committee

The Management Board delegates the responsibility of initiating, monitoring, and coordinating and reporting fundraising activities to the Fundraising Committee. The Committee is tasked with identifying, proposing, and implementing major fundraising strategies, subject to approval by Management Board.

4. Fundraising Committee Terms of Reference

The Fundraising Committee operates under the following terms of reference:

Role and Responsibilities:

- To ensure the Group meets all legal responsibilities and authorizations required to be held in NSW and Australia. (see APP-0011424108_Application and FW_CFN_26591 Fundraising information attached) Reporting requirements to the Australian Tax office and NSW Department of Fair Trading are to be submitted by the Treasurer.
- To propose, coordinate, and implement fundraising initiatives that align with the mission and objectives of the Arcadians Theatre Group.
- To liaise with relevant stakeholders, including donors, sponsors, and volunteers, in support of fundraising efforts.
- To prepare and submit detailed fundraising proposals to the Management Board for approval.
- To monitor and report to the Management Board on the progress of

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approved fundraising activities, ensuring they are executed in accordance with agreed timelines and budgets.

Membership:

- The Fundraising Committee shall comprise a minimum of five members, including at least two members of the Management Board as Chair, to ensure alignment with the overall governance of the Arcadians Theatre Group.
- Additional members may be co-opted based on their expertise in fundraising, marketing, or community engagement, or by expression of interest, subject to Management Board approval.

Meetings:

- The Fundraising Committee shall meet as necessary, but at least once per quarter, to discuss upcoming and ongoing fundraising activities.

Quorum:

- A quorum for meetings shall be a majority of the members, and decisions shall be made by consensus or, if required, by a simple majority vote.

Reporting:

- The Committee is required to provide regular updates to the Management Board, including evaluations of completed activities supported by Financial Reports provided by the Treasurer.
- A formal annual report summarising the year's fundraising activities and outcomes shall be submitted to the Management Board for review and submission for the Annual General Meeting.

Authority:

The Fund Committee has the authority to initiate discussions with potential partners and donors on presentation of an "Authority to Fund Raise" letter issued by the President.

All Agreements or Contracts must be approved by the Board and can only be signed by the President on behalf of the Group.

Term and Review:

- Membership terms shall be one year, with the option for reappointment by the Board. The terms of reference shall be reviewed every two years to ensure continued relevance and effectiveness.

5. Management Board Approval

All Fundraising Committee initiatives must receive approval from the Arcadians Theatre Group Management Board before proceeding. The Management Board will review each proposal based on the criteria outlined in this policy.

6. Criteria for Fundraising Proposal Assessment

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The Management Board will assess fundraising proposals submitted by the Fundraising Committee based on the following criteria:

Alignment with Mission and Values: The initiative must align with the mission, vision, and values of the Arcadians Theatre Group, supporting artistic excellence and community engagement.

Financial Viability: Proposals must include a clear budget and financial forecast, demonstrating potential profitability or return on investment for the theatre.

Legal and Ethical Considerations: Fundraising activities must comply with legal requirements and uphold ethical standards. This includes ensuring that funds are raised in a transparent and accountable manner, avoiding conflicts of interest or reputational risks. All legal reporting to the Taxation Department

Audience and Community Impact: The proposed activity must engage and benefit the Arcadians' existing audience and community while attracting potential new supporters.

Resource Requirements: The initiative should consider the capacity of the volunteers, and resources, ensuring that it can be executed without compromising existing operations or productions.

7. Implementation and Reporting

Once approved, the Fundraising Committee is responsible for the implementation of the initiative, adhering to the guidelines provided in the approved proposal. Regular reports on the progress and outcomes of fundraising activities must be provided to the Management Board.

8. Review and Amendments

This policy will be reviewed annually by the Management Board and may be amended as necessary to reflect the evolving needs of the Arcadians Theatre Group.

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1.0	17/09/2024	Management Board	Fundraising for the Group