



## IAC Development Committee – Terms of Reference

**Overview:** The overall aim of the Development Committee is to consider, pursue and facilitate funding opportunities for the International Association for Counselling (IAC). The committee will:

- Seek financial contributions from individuals, agencies and associations to augment funding already secured for existing IAC projects.
- Seek opportunities from UNESCO, the EU, public and private institutes, agencies, and companies to secure funding for projects that are priorities for IAC.
- Act as a catalyst in bringing together groups of individuals with the expertise to strengthen applications for funding and to contribute to projects once funding has been secured.

### 1. Membership

- 1.1. Members of the Committee shall be appointed by the EC. The Committee shall be made up of a minimum of five and a maximum of eight members: including at least two EC members and the CEO.
- 1.2. Only members of the Committee have the right to attend Committee meetings. However, other individuals and external advisers may be invited to attend for all or part of any meeting, as and when appropriate.
- 1.3. The EC shall periodically review the membership of the Committee with a view to ensuring that it remains fit-for purpose. Committee members should recruit new members who are willing to raise funds or bring a network of contacts for fundraising.
- 1.4. The members of the Development Committee shall appoint the Committee Chairperson. The Chairperson will be responsible for updating the EC on behalf of the Committee.
- 1.5. A member of the Committee shall serve a term of four years. Where recommended by EC, a member may serve a further term of three years.
- 1.6. It shall be a requirement of ongoing membership of the Committee that a member attend not less than seventy five percent of all meetings in a calendar year.
- 1.7. Membership terms on the committee will be staggered.

### 2. Secretary

The Committee shall appoint a Secretary who will have responsibility for recording all meetings of the Development Committee.

### **3. Quorum**

The quorum necessary for the transaction of business shall be three. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

### **4. Frequency of Meetings**

The Committee shall meet as often as may be required to ensure that it discharges its duties properly, but in any event not less than four times a year. Meetings take place online by video-conference.

### **5. Notice of Meetings**

- 5.1. Meetings of the Committee shall be called by the Secretary of the Committee at the request of the Chairperson of the Committee and unless otherwise agreed, notice of each meeting confirming the venue time and date, shall be forwarded to each member of the Committee and any other persons required to attend, no later than fourteen days before the date of the meeting.
- 5.2. Agenda and supporting papers shall be emailed to Committee members and to other attendees no later than seven days before the date of the meeting.

### **6. Minutes of Meetings**

- 6.1. The Secretary or their nominee shall minute the proceedings and resolutions of all Committee meetings, including the names of those present and in attendance.
- 6.2. Minutes of Committee meetings shall be circulated to all members of the Committee.

### **7. Duty as Development Committee**

- 7.1. The Committee shall:
  - 7.1.1. Engage in, assist and support the fundraising efforts of IAC.
  - 7.1.2. Set specific annual objectives for the Committee with reporting dates outlined.
  - 7.1.3. Identify and cultivate new prospects/donors and make introductions for Chief Executive Officer and Chairperson to follow up.
  - 7.1.4. Involve all EC members in fundraising and help to organise fundraising activities that take into consideration each EC member's individual talents.

7.1.5. Evaluate which fundraising strategies (sources and types of donations) work best and which ones do not.

7.1.6. Assist with identifying and recruiting new members of the Committee.

## **8. Duty as Individual Committee Member**

8.1. The individual committee member shall commit to:

8.1.1. Engaging in a minimum of four hours development activity per month to assist and support the fundraising efforts of IAC.

8.1.2. Preparation time of at least a half-hour for approximately four (4) Development Committee Meetings per year.

8.1.3. Being a current member of IAC.

## **9. Reporting Responsibilities**

9.1. The Committee shall report to the EC on its proceedings and on all matters falling within its responsibilities. The Committee shall report to the EC, at each EC meeting, in one of three ways;

- For Information – update the EC but no decision or EC input required
- For Discussion – input/feedback required from the EC but no decision
- For Action – decision required from the EC.

9.2. The Committee shall make whatever recommendations to the EC it deems appropriate on any area within its remit where action or improvement is needed.

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**How to Apply:** Please email a letter of interest (2 pages maximum) and your **résumé** to: [CEO@iac-irtac.org](mailto:CEO@iac-irtac.org)

We ask that all development committee members are IAC volunteers are members of the association.