

**YOUTH OFF THE STREETS LIMITED  
DEVELOPMENT COMMITTEE CHARTER**

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## **1. COMMITTEE PURPOSE**

The primary function of the Development Committee is to assist the Youth Off The Streets Limited (YOTS) Board of Directors in fulfilling its responsibilities by reviewing:

- 1.1 The current status of YOTS fundraising and strategic income generation initiatives.
- 1.2 Proposals for both general and specific purpose fundraising activities and ensuring that they are consistent with the underlying goals and values of YOTS.
- 1.3 Ongoing developments in fundraising and income generation, including corporate partnerships, in the not-for-profit sector with a view to recommending to the Board of YOTS any suitable initiatives.

## **2. COMMITTEE RESPONSIBILITIES**

The committee is to:

- 2.1 In relation to current and proposed fundraising initiatives:
  - Ensure that fundraising and income generation initiatives are budgeted and regularly monitored and that this information is communicated to the Board on a regular basis.
  - Undertake regular reviews in respect to the efficiency and effectiveness of current initiatives and make appropriate recommendations to the Board.
  - Assess the appropriateness of any new proposals for fundraising and income generation, including corporate partnerships, in respect to the goals and values of YOTS and make appropriate recommendations to the Board.
- 2.1 In relation to YOTS strategic development plans:
  - Review key elements of YOTS annual strategy plan and ensure that there are appropriate fundraising and income generation mechanisms in place to support any major new service initiatives.
  - Consider, and if appropriate, formulate new and innovative fundraising and income generation strategies in consultation with YOTS senior management and make appropriate recommendations to the Board.

## **3. COMMITTEE MEMBERSHIP**

- 3.1 Committee membership shall consist of at least two and not more than four Board Members. The YOTS Chief Operating Officer (COO) and the Group Manager Corporate and Development Services will be members of the Development committee. Members of the YOTS' Development staff may be invited from time to time to present papers.
- 3.2 Subject to Board approval, the Chairperson of the Development Committee may invite external specialists and volunteers to serve as committee members.
- 3.3 Committee membership is to be reviewed every two years with recommendations for any changes to be recommended to the Board for approval.

3.4 The Secretary of the Committee will be the YOTS Group Manager Corporate and Development Services.

#### **4. COMMITTEE REPORTING OBLIGATIONS**

4.1 The Chairperson of the Development Committee must report to the Board meeting following each committee meeting. The report should include:

- Any formal resolutions of the committee.
- Any recommendations to the Board requiring action and/or approval.

4.2 The Committee's minutes (including details of members present) must be submitted to the Board at its next meeting.

#### **5. MEETINGS**

5.1 The Development Committee shall meet monthly.

#### **6. COMMITTEE PERFORMANCE REVIEW**

6.1 The Committee should undertake an annual review of its own performance and report the results to the Board.

#### **7 CHARTER REVIEW**

7.1 The Board must approve the Charter and all amendments to the Charter. The Charter shall be formally reviewed on a periodic basis, but at least every two years.

**DATE:**

**CHAIRMAN:**