

CHARITABLE FUNDS COMMITTEE TERMS OF REFERENCE

1. **Formation of this committee**

The board has established a committee, known as the charitable funds committee, (the committee) reporting to the board, in accordance with standing order 6 for the practice and procedure of the board of directors (annex 8 of the constitution).

The committee shall have terms of reference and powers and be subject to such conditions, such as reporting back to the board, as the board shall decide and shall act in accordance with any legislation and regulation or direction issued by the regulator.

The committee has no executive powers other than those specifically delegated in these terms of reference.

2. **Role**

The role of the committee is to oversee the management of the affairs of The Christie Charitable Fund. This is a delegated duty carried out on behalf of The Christie NHS Foundation Trust which is the sole corporate trustee of the charity. The role is to ensure that the charity acts within the terms of its declaration of trust and appropriate legislation and to provide information to the audit committee to enable it to provide assurance to the board that the charity is properly governed and well managed across the full range of activities.

3. **Membership of the committee**

The committee shall be comprised of all members of the board.

4. **Chair of the committee**

The chair of the committee shall be one of the non-executive directors selected by the board. In his absence his place shall be taken by another non-executive director.

5. **Quorum**

Five members, including not less than two executive directors, one of whom must be the chief executive or another executive director nominated by the chief executive, and not less than two non executive directors shall form a quorum.

6. **Meetings**

The charitable funds committee shall meet at least four times per year. The chair may at any time convene additional meetings of the committee to consider business that requires urgent attention.

Members may participate in meetings by telephone, video or computer link and participation in this manner shall be deemed to constitute presence in person at the meeting.

7. Attendance at meetings

The following individuals shall normally be in attendance:

- Finance manager
- Corporate development manager
- Director of appeals/head of fundraising

8. Notice of meetings

Meetings of the charitable funds committee shall be called at the request of the chair. Notice of each meeting, including an agenda and supporting papers shall be forwarded to each member of the charitable funds committee not less than five working days before the date of the meeting.

9. Responsibilities

The responsibilities of the charitable funds committee are to:

- 9.1** To manage the affairs of The Christie Charitable Fund within the terms of its declaration of Trust, and appropriate legislation.
- 9.2** To manage the investment of funds in accordance with the Trustee Act 2000 and if necessary to appoint fund managers to act on its behalf.
- 9.3** To ensure funding decisions are appropriate and are consistent with The Christie's objectives, to ensure such funding provides added value and benefit to the patients and staff of the Trust, above those afforded by the Exchequer funds.
- 9.4** To receive regular reports on the performance of the charitable fundraising activities.
- 9.5** To implement as appropriate, procedures and policies to ensure that accounting systems are robust, donations received and coded as instructed and that all expenditure is reasonable, clinically and ethically appropriate.
- 9.6** The minutes of each meeting of the charitable funds committee shall be reported to, and approved by, the next meeting of the board of directors in order to discharge the board's role as corporate trustee of the charity. The management board shall also be informed of the proceedings of each meeting.
- 9.7** To approve the annual report and accounts and to ensure that relevant information is disclosed.
- 9.8** Ensure that the charitable funds committee membership is refreshed and that undue reliance is not placed on particular individuals when undertaking the responsibilities of the charitable funds committee.
- 9.9** Review and update these terms of reference annually, recommending any changes to the board of directors and publish the current terms of reference on the Christie website;
- 9.10** Evaluate its own membership and performance on a regular basis.

10. Authority

The committee is authorised by the board of directors to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, and all employees are directed to co-operate with any request made by the committee.

The committee is authorised by the board of directors to obtain reasonable external legal or other independent professional advice and to secure the attendance of outsiders with relevant experience or expertise, if it considers this to be necessary.

11. Relationships with other committees

This committee will receive requests from the management board for charitable support for business cases approved by the management board. It will provide regular reports to the audit committee.

12. Administration

The committee shall be supported administratively by the Corporate Development Manager, who will agree the agenda with the chair, produce all necessary papers, arrange for minutes to be taken by the CFC Secretary, keep a record of matters arising and issues to be carried forward and generally provide support to the chair and members of the committee

Date revised: April 2007, February 2008, August 2009, September 2009

Revision presented: February 2010

Revision approved:

Review date: February 2011