

## **NGA Fundraising & Social Committee**

This document gives an overview of the NGA Fundraising & Social Committee, its purpose, along with explanations of the function of each role and their responsibilities.

The Committee will organise and oversee fundraising activity along with enhancing NGA's social calendar. It is not their responsibility to carry out all the work needed. Ideas, help and support from everyone are required to make fundraising efforts a success and the Committee members will be the key drivers to encouraging support from our wider stakeholders.

It should be noted that the Committee roles are voluntary. Members aren't expected to be out-of-pocket, however.

### **Function of the Committee**

NGA are reorganising the way that fundraising is carried out. Previously, each discipline has had their own committee and fundraising accounts. This is an approach we will be moving away from.

In line with the application for NGA achieving charity status, we are aligning the fundraising activities across the Academy and forming one Committee to govern the fundraising events and activities. The NGA Fundraising & Social Committee will also take responsibility for determining larger projects to develop NGA and be involved with applications for external funding to support these.

The Committee will be chaired by NGA's Business Support Manager who also sits on the NGA Management Committee. This key link will ensure decision making on fundraising activities and projects remains in line with the purposes of NGA's Management Committee.

A key difference for the Committee moving forward will be the focus on how fundraising money is spent. All funds raised by the Committee will be utilised to make improvements to NGA and to enhance the experience for all stakeholders. Coaches' expenses will no longer be funded and paid via fundraising. The separate discipline fundraising accounts will be disbanded and we will have one NGA Fundraising Account.

A further change will be that the main duties of the previous disciplines' 'secretary' or 'competition secretary' will no longer sit with the Committee, and those associated duties will be assumed by NGA discipline staff.

The function of the Committee is:

- To produce a fundraising budget for the year.
- To plan events and activities to ensure that we can meet our financial needs.
- To set subsidy levels and relevant expenses payment levels (taking into consideration Academy Directives), based on the budget and expected expenditure levels.
- To complete and submit external grant funding applications.
- To organise and oversee fundraising efforts on behalf of the whole Academy.
- To be involved in decision making regarding the spending of funds.
- To organise and run kit and merchandising sales.
- To organise the ‘front of house’ activities at competitions and events (ticket sales, refreshments, fundraising stalls etc).
- To arrange at least one annual social Academy wide event.

### **Committee Members and Roles (as of June 2017)**

<b>Chair</b>	Nila Benfield	NGA Business Support Manager
<b>Vice Chair</b>	Kirstie Dane	
<b>Treasurer (x2)</b>	Nick Heard / Liz Beddall	
<b>Secretary</b>	Karen Coventry	
<b>Vice Secretary</b>	Caty Darby	
<b>WAG Liaison</b>	VACANT	
<b>MAG Liaison</b>	Sarah Heard	
<b>GFA Liaison</b>	Hilary Booth	
<b>Pre-School Liaison</b>	Sarah Middleton	
<b>Kit &amp; Merchandising Team Leaders</b>	Kirstie Dane / Natalie Norman / Kathrin Garment / Lesley Dingley / Rob Bamford	
<b>Trustee Member</b>	Adam Coventry	NGA Board Member

On a day-to-day basis, the roles may overlap, as we work towards achieving our aims. The list of tasks and responsibilities isn’t exhaustive, but represents broadly what the role entails.

## **CHAIR**

- Liaises between the Committee and NGA Management Committee.
- Liaise with HOD (Head of Discipline) NGA Staff members where necessary.
- Produces the budget for the year in conjunction with the Treasurer.
- Co-ordinates the work of the Committee, establishing specific teams within the Committee and delegating a 'lead' member for each event.
- Directs and controls Committee Meetings.
- Leads on sourcing and completing external funding applications.
- Takes on a 'Fundraiser' role when necessary.
- Is a cheque signatory, authorised by the bank (2 signatures required for each cheque).
- Aids and supports Committee activities.
- Does not vote, but has the casting vote when there is deadlock.

## **VICE CHAIR**

- Take on role of the Chairperson at Committee meetings if Chair is absent.
- Act as first point of contact and support for Discipline Liaison roles.
- Liaise with Chair to update and keep apprised on all fundraising activity taking place.
- Lead on organisation of NGA's main annual Social event.
- Produce and maintain an updated list of contacts both internally and externally linked with fundraising events and activities i.e. contacts at external organisations, media contacts, catering suppliers, and venue hire etc.
- Coordinate all necessary communication and ensure it is circulated in a timely manner to advertise events and be available to parents and external organisations regarding upcoming events. Liaise with Secretary/Vice Secretary on this.
- Lead on investigating Academy wide fundraising opportunities.
- Organises, oversees and takes part in fundraising activities.
- Support the Chair where necessary with external funding applications.
- Aids and supports Committee activities.
- Votes when decisions are required.

## **TREASURER**

- Produces the Budget for the year in conjunction with the Chair.
- Receives logs and banks all money received.
- Maintains financial records and reconciles bank statements.
- Produces and publishes monthly financial reports.
- Highlights any potential problems or financial short-falls.
- Carries out transparent and auditable financial dealings.
- Works with NGA Financial Director to investigate payment queries.
- Keeps accurate financial 'books' which are available for inspection.
- Submits 'the books' for inspection and formal auditing by the Academy accountants.
- Ensures that all payments are collected and made as required.
- Refunds and distributes expenses to any party as required.
- Ensures that expenses claimed are accurate and reasonable, and within Academy guidelines.
- Is a cheque signatory, authorised by the bank (2 signatures required for each cheque).
- Provides cash floats for fundraising events and receives proceeds.
- Aids and supports Committee activities.
- Takes on a 'Fundraiser' role when necessary.
- Votes when decisions are required.

## **SECRETARY**

- Takes minutes at Fundraising & Social Committee meetings and distributes to committee members.
- Ensures that agreed minute actions are carried out.
- Liaise with the Secretary and delegate as is necessary to ensure fulfilment of responsibilities.
- Document a calendar of fundraising and social events throughout the year along with a concise report on each event with the success and any challenges for future consideration.
- Document a calendar highlighting dates of external funding applications ensuring the timely submission of relevant applications.
- Produce letters/email communication to go out to parents and external organisations informing of events and requesting necessary support. Liaise with Vice Chairs for timely distribution.
- Aids and supports Fundraising Committee activities as and when necessary.
- Takes on a 'Fundraiser' role when necessary.
- Votes when decisions are required.

## **VICE SECRETARY**

- Take on role of the Secretary at Committee meetings if Secretary is absent.
- Assist with the role of the Secretary as is needed and directed.
- Produce and distribute advertising material / posters for fundraising events. Liaise with Vice Chairs for timely distribution.
- Aids and supports Fundraising Committee activities as and when necessary.
- Takes on a 'Fundraiser' role when necessary.
- Votes when decisions are required.

## **DISCIPLINE LIAISON ROLE (WAG / MAG / GFA / Pre-School)**

- Act as first point of contact and effectively as 'parent rep' within the discipline on all matters regarding fundraising and social events and report back to Committee as is required.
- Encourage involvement and establish a support network from parents within the discipline, to assist with fundraising events and activities.
- Arranges and advertises Parents Meetings as necessary.
- Prepares and distributes Parents Meeting agenda / minutes.
- Liaise with Vice Chairs to investigate fundraising opportunities.
- Organise, oversee and take part in fundraising activities.
- Aids and supports Committee activities.
- Votes when decisions are required.

## **KIT & MERCHANDISING TEAM LEADERS**

- Liaise with NGA Business Support Manager to meet kit requirements Academy wide, ensuring we negotiate bulk prices for kit and merchandise to minimise cost and maximise profit.
- Work with NGA Business Support Manager to ensure that there is a supply of kit and accessories available to meet all NGA member's needs, including squads, GFA members, pre-school, adults, NGA coaches/staff etc.
- Determine and provide a convenient service (or multiple services) for kit and merchandising sales e.g. online ordering / kit shop - both online and in reception to meet the needs of the Academy.
- Establish an efficient means of ordering and distributing kit Academy wide.
- Communicate with parents on ordering and payment processes.
- Liaise with Head of Discipline Coaching Staff on competition kit requirements and be aware of peak competition times throughout the year.
- Establish and monitor process and guidelines for second-hand kit sales.
- Orders kit from suppliers (and receives deliveries) in good time.
- Collate orders, receives payments and supply kit to gymnasts as required.

- Maintains sensible stock levels.
- Maintain records of kit sold.
- Ensures that payments are passed to the Treasurer.
- Confirms orders with the Treasurer, to authorise payments.
- Checks deliveries to ensure orders are complete and accurate.
- Runs kit sales at activities and events as appropriate.
- Aids and supports Committee activities.
- Takes on a 'Fundraiser' role when necessary.
- Votes when decisions are required.

## **TRUSTEE**

- Is an NGA Board Member, acting as liaison between the Board of Directors and NGA Fundraising & Social Committee.
- Act as an adviser for all Committee members and steer direction of the Committee.
- Assist Chair and provide support with external grant funding applications.
- Establish connections and build relationships with external organisations i.e. media, sponsors.
- Does not vote.