

FUNDRAISING AND EVENTS ADVISORY COMMITTEE CHARTER

This Charter should be read in conjunction with the Committee and Advisory Committee Standing Procedures. This Charter sets out the purpose and responsibility of the Melbourne Central Basketball Association's (MCBA) Fundraising and Events Advisory Committee (FEAC).

Purpose

The purpose of the FEAC is to support the MCBA Board and Operations team by recommending, implementing and managing fundraising, event and engagement initiatives to meet the association's goal of offering affordable basketball opportunities for all and to foster a sense of belonging with the MCBA and its communities.

Operating Structure

The FEAC may form sub-teams, for example Event Sub-Team and Fundraising Sub-Team that meet more frequently and report to the FEAC. Members of FEAC agree to conduct themselves in accordance with MCBA values and recognise that the Board has primary governance responsibility.

FEAC reports directly into the Board of the MCBA and will work collaboratively with the Operations Team. In carrying out its duties and functions, the FEAC recognises that, at all times, the Board has primary governance responsibility and the FEAC agree to conduct themselves in accordance with MCBA's values.

Role of the Advisory Committee:

FEAC provides advice and recommendations to the Board on:

- **Fundraising initiatives**, including seeking sponsorship of those initiatives, events, engagement activities and MCBA programs
- **Conducting events**
- **Engagement activities**

Duties and Responsibilities:

- Calendarise at beginning of each calendar year a schedule of fundraising, event and engagement activities
- Provide sponsorship leads to the MCBA Operations Manager for further pursuit
- Propose, implement, lead and manage at least one major fundraiser annually, which is inclusive of the whole MCBA community
- Recommend and assist operations to implement other fundraising opportunities that align with MCBA's values, utilising various areas of the Association
- Work closely with the operations team to implement charitable ideas to give back to the community utilising various areas of the Association
- Promote the Association in the local community to engage sponsorship opportunities for the operations team to pursue
- Recommend events that promote positive culture and a sense of belonging for participants in the MCBA community to the operations team and assist with managing events when required
- Recommend opportunities to connect the various areas of the Association through events, fundraising and other engagement activities

Fundraising and Events Advisory Committee Composition

The FEAC will generally be composed of:

- Chairperson (1)
- Board Member (1 Non-voting)
- Operations Manager
- Marketing and Communications Manager
- Events coordinator (2)
- Fundraising coordinator (2)

It is noted that the following employees would be required to attend on an ad-hoc by invitation basis:

- General Manager
- Administration Manager
- Board Members

It is noted that FEAC would be required to work with the Rep Teams Advisory Committee and Competitions Advisory Committee to align various initiatives as required.

The FEAC will consist of a range of skill sets including, but not limited to:

- Event Management experience
- Fundraising experience
- Sponsorship acquisition experience
- A composition of people from various areas within the Association

APPROVAL / VERSION CONTROL	
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Please check the MCBA website for the current version of this document.