



royal manchester
children's hospital **charity**
supporting excellence in treatment, care and research
Registered charity number 1049274

Guidance for Volunteers and Authorised Fundraisers

Forming a 'Friends of the Charity' Committee

The Royal Manchester Children's Hospital Charity is keen to build a network of fundraising committees within the North West region. Such committees will be known as Friends of Royal Manchester Children's Hospital Charity groups.

The main point of contact within the Charity team will be the Community and Events Fundraising Officer, who will be able to advise and guide the group.

Committees will be encouraged by the Charity and the Community and Events Fundraising Officer to become as active as possible in order to maximise the support they are able to offer to the Charity. An active committee will generate lots of fundraising ideas and will foster a can-do attitude.

The key role of any Friends of the Charity committee is to represent the Charity and act on its behalf in the area local to the committee. A committee will also organise fundraising events within their local area; site and service collection boxes in local shops and pubs; act as the local point of contact for the Charity and attend local events or presentations on behalf of the Charity to accept donations.

There are three key roles in any fundraising committee, that of Chairperson, Secretary and Treasurer. A committee can exist with just these three officers however it is often beneficial to elect other officers to the committee – for example Vice-Chair, Events Secretary.

The election of the committee and its officers should take place at the first meeting and we advise that the committee hold an annual general meeting every twelve months thereafter. The Community and Events Fundraising Officer will attend the annual general meeting and should be invited to other committee meetings where appropriate throughout the year. The Charity recommends that each committee meet quarterly as a minimum.

The committee should ensure that the Community and Events Fundraising Officer is sent copies of minutes from all meetings, regardless of whether or not (s)he has been in attendance.

The committee must also ensure that all financial records are maintained and an income and expenditure report should be submitted to the Community and Events Fundraising Officer at the end of each financial year.

Explanation of the Key Seats of Office

The **Chairperson** has overall control of the committee or group. They keep meetings in order and act as the main spokesperson for the committee in the local area.

The **Secretary** is responsible for the committee's administration. They take minutes at all meetings and issue these to the other committee members and the Community and Events Fundraising Officer. The Secretary also deals with and files all letters received or issued by the committee and maintains the committee's membership list.

The **Treasurer** is responsible for the committee's bank account. They are responsible for ensuring that all monies raised and collected by the committee are banked and maintains the committee's financial records. The Treasurer will be supplied with a receipt book by the