

## **Re: Advisory Committee 2017**

The Advisory Committee serves as a critical community champion of Mthethwa Family Development Foundation (MFDF). Members of the Advisory Council share their gifts in service to our mission by providing our organization with their professional expertise; their diverse knowledge of constituent perspectives; their connections to local, national or international resources, colleagues or peers; their philanthropic support or other forms of needed assistance. The Advisory Committee has a governing function within the organization. They get to serve as a robust and transparent governance structure; to oversee the implementation of all MFDF strategies.

MFDF is committed to the vision of giving back for the growth of the community at large. Our strategic projects are aimed at achieving set goals as well as building a reputation as one of the most socially responsible organizations in South Africa. One of the main purposes of good corporate governance is to gain and maintain the trust of all stakeholders – trust in the way the Foundations is managed and supervised, trust in risk control, trust in financial and non-financial reporting and therefore trust in the Foundation as a whole. Integrity, transparency and clear communication are the vanguards of sound corporate governance at MFDF.

In compliance with legislation and regulations, the Foundation will provide all stakeholders and all other parties at the same time with the same information on topics that could have a significant impact on the development of the Foundation, subject to exceptions stipulated by law. Strict compliance with the basic principles of integrity, transparency and clear communication are high on MFDF's agenda. The internal processes are devised as carefully and transparently as possible, ensuring that these values are adhered to throughout the organization.

Characteristics which are important in the development of an appropriate moral stance include the following

**Transparency:** MFDF conducts business and values relationships based on 100% openness and disclosure.

**Accountability:** The different committee members are obligated to account for their activities, accept responsibility and to disclose the results thereof. All financial transactions must be clearly outlined with due processes followed.

**Result Oriented:** Committees strive to achieve all set goals in a responsible manner within the allocated time frame.

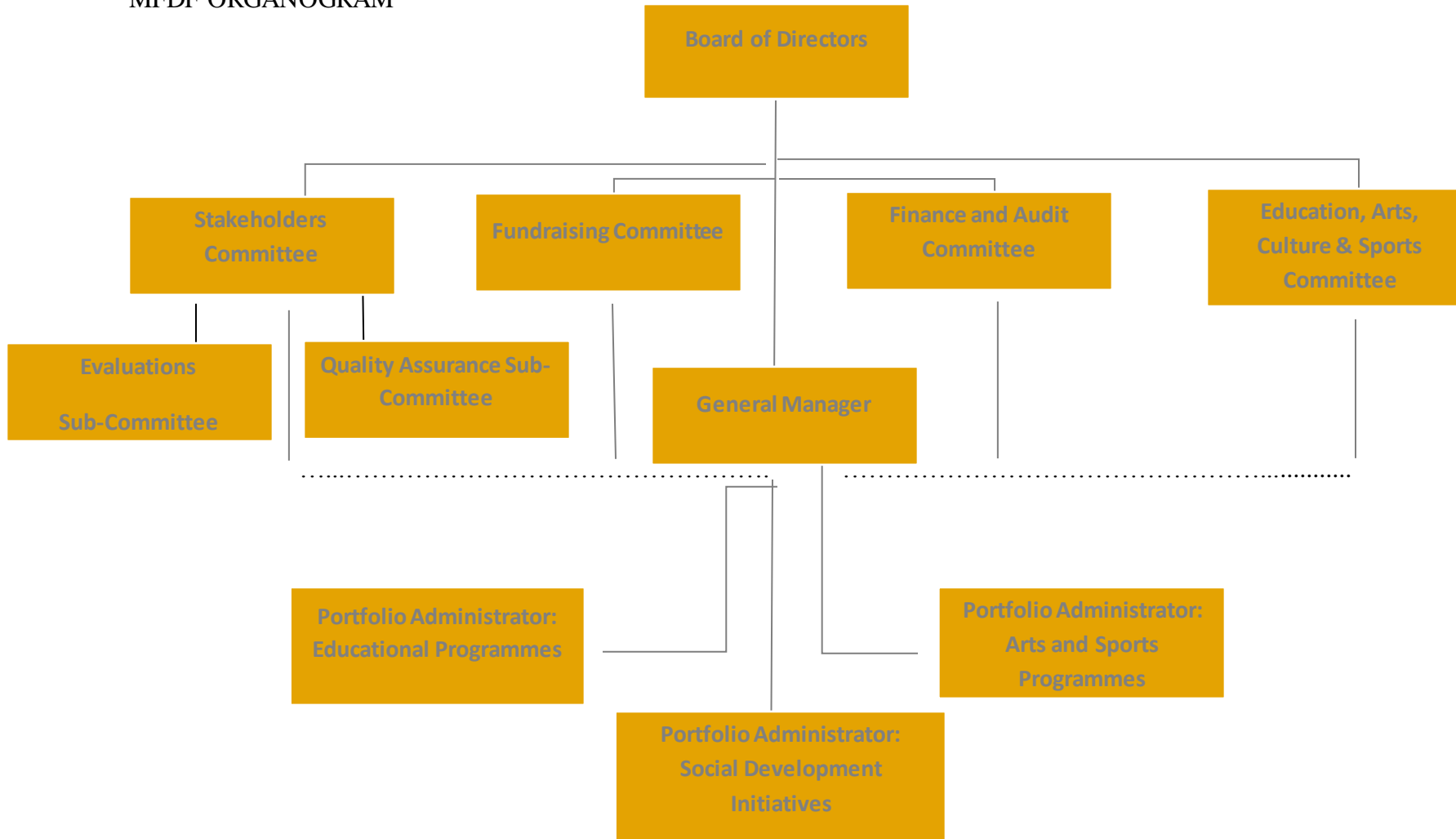
**Professionalism:** Every member demonstrates a high level of excellence, professionalism and competence in carrying out their duties. This is reflected

**Integrity:** Committee members operate with the highest level of honesty and ethics.

**Making a difference:** MFDF is set apart because it strives to make a significant difference in the lives of the children through our unique programmes. These programmes would have a lasting positive impact on the mental and physical wellbeing. This is the core value of our organization.

Please find below the organogram details of the different committees responsible for the governing of MFDF and structure of the corporate governance

MFDF ORGANOGRAM



# Fund Raising Committee

This committee is responsible for sourcing funds and donors for our respective projects in a diligent and transparent manner. The key purpose of this committee is to develop and coordinate events that support our strategic initiative of maintaining a financially secure organization.

## **Responsibilities:**

### **1. Develop Fund Raising Strategy**

The committee shall establish and implement strategies for raising funds to assist in the operations of the Organization. This committee will also implement strategies for raising the profile and awareness of the Foundation and upon the approval of the Board of such strategies and sponsorship agreements, and subject to any further instructions of the Board, execute those strategies and/or agreements.

### **2. Plan Fund Raising Activities**

The Committee shall participate in planning, organizing, hosting and sponsoring fundraising activities. Commit to co-lead one annual Gala Dinner.

### **3. Public Awareness and Communication**

- The Committee shall encourage voluntary efforts by Corporate South Africa through the alignment of a shared vision.
- Building and maintaining relationships with relevant organizations and individuals,
- Liaising with Stakeholders Committee to determine needs for funding and sourcing funds thereafter.
- Promote public awareness by seeking cultivation opportunities.
- Provide input to public relations and internet strategies to support fundraising goals.

### **4. Reporting**

- The Committee shall work closely with Finance and Audit Committee to ensure that comprehensive data collection methodology is in place to record donor information and to generate acknowledgement letters in accordance with SARS guidelines immediately upon receipt of any gift.

- Be accountable for assigned responsibilities and maintain timeline for events.
- In addition to the reporting requirements set forth in the "Meetings" section of this Charter, the Committee shall report its activities to the Board in such manner and at such times as the Committee or the Board deem appropriate.

## **5. Other Responsibilities**

- Perform other activities related to this committee as requested by the Board of Directors.
- Safeguard all the information supplied to it within the law;
- Confirm annually that all responsibilities outlined to the committee have been carried out.

## **Meetings**

The Committee shall meet once every quarter for a quarterly review. Additional meetings may occur as the Committee or its chair deems advisable. The Committee shall cause to be kept adequate minutes of its proceedings, and will report on its actions and activities at the next regular meeting of the Board. Directors and Committee members will be furnished with copies of the minutes of each meeting and any action taken by unanimous consent. Minutes of executive sessions shall be retained securely together with all other minutes of meetings of the Committee. The Committee is governed by the same rules regarding meetings (including meetings by conference telephone or similar communications equipment).

## **Evaluation and Review of Committee Charter**

1. The committee will annually undertake self-assessment on its performance. The Chairperson will provide each member with feedback on that member's contribution to the committee's activities at least once during a member's term of office.
2. The committee will annually review its performance to ensure that it remains relevant with the Committee's authority, objectives and responsibilities. All changes or amendments will be discussed and approved by the board of directors.

## **Composition and Qualifications**

The size of the Committee shall be determined annually by resolution of the full Board upon recommendation of the General Manager, but shall have at least one member who is a board member.

Members should have the following qualities:

- Good communication skills
- Innovative & Creative
- Positive manner
- Respectful of others' opinions
- Honest & courteous

### **Appointments and Removals**

Committee appointments shall be approved annually by the full board of directors and the committee chairperson shall be selected by the committee members. As of \_\_\_\_\_ 2017, the Board of Directors has appointed the following to sit in this Committee

<b>FUNDRAISING COMMITTEE MEMBERS</b>		
1.	Mr Richmore Mohlala	Chairperson
2.	Mrs Lucia Mthethwa	Board Member
3.	Miss Nokz Ndaba	General Manager

### **Approval of the Fundraising Committee Charter**

Mthethwa Family Development Foundation's Fundraising Committee Charter is endorsed by the Chairperson of the Committee and approved by the Board of Directors.

\_\_\_\_\_  
**Signature**

Name: \_\_\_\_\_

Chairperson: Fundraising Committee

Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

Name: \_\_\_\_\_

Chairperson: Board of Directors

Date: \_\_\_\_\_

