

**UNIVERSITY OF GHANA MEDICAL CENTRE(UGMC)
MEDICAL AND SCIENTIFIC RESEARCH CENTRE(MSRC)**

Terms of Reference for UGMC-MSRC Fundraising Committee

A. Purpose and mandate

The purpose of the Fundraising Committee is to oversee planning, coordination, development and implementation of an integrated, realistic and achievable fundraising strategy in support of the research vision at UGMC. Fundraising in this context refers to revenue raising events, charitable donations from individuals and organizations and operational grants.

B. Membership of the committee

1. Members of the Fundraising committee are selected for their experience in Fundraising or Public Relations, as well as for their connections with different networks (individual, foundations and businesses).
2. The Fundraising Committee shall be made up of 5 to 9 members, comprising of at least one member each of the following;
 - i. MSRC
 - ii. UGMC
 - iii. Affiliate institutions of UGMC
 - iv. Outside UGMC or its affiliate institutions
3. Up to two volunteers with fundraising experience may also be invited to join the meetings of the committee.
4. In the event the committee cannot reach consensus on a course of action and a vote is to be taken, each member will have one vote.
5. The Committee may establish an organizing sub-group for special events that includes individuals outside of the committee. This ad-hoc group shall report to the Committee.
6. The chair of the committee shall be appointed by the CEO of UGMC in consultation with the Director of MSRC.

C. Committee Authority

The plans and actions developed by the fundraising Committee must be approved by the Director of UGMC-MSRC. With such approval the Committee is empowered to act to make the plan a reality. Request for staff support should be channeled through the Director of UGMC-MSRC.

D. Responsibilities of the committee

The responsibility of the fundraising committee shall include but not limited to the following;

1. Develop and implement a Fundraising Strategy aligned with the strategic objectives of UGMC-MSRC
2. Identify potential sources of funds and maintain a list of existing and potential sponsors and donors and track pledges of funding

3. Develop and approve an annual action plan that defines the approach for each source of revenue, the timeline, stakeholders and specific fundraising targets
4. Implement fundraising activities and ensure its communication within the UGMC and affiliate institutions
5. Set a significant annual target for fund raising in consultation with MSRC
6. Oversee interactions with sponsors and funders including obtaining funds or in-kind services, thanking the sponsors and funders in writing and acknowledging sponsors and funders at UGMC board meetings, special events, staff meetings, research dissemination events and on the website

E. Knowledge, Abilities and Capabilities

The members of the community shall be selected based on the following demonstrated knowledge, abilities and capabilities;

1. Demonstrated fundraising, organizational or community development skills and abilities in coordinating fundraising events.
2. Demonstrated knowledge and experience in developing and submitting proposals along with follow-through efforts leading to funding acquisition from individuals, corporate bodies and foundations.
3. Demonstrated knowledge and experience in developing and securing grant awards.

F. Committee Budget

The committee will identify its fundraising goals in terms of gross and net revenues as well as create a budget outlining expected fundraising expenses including committee costs, if any.

G. Meetings

The Committee will meet at least four times a year and notes or minutes of their meetings shall be kept. The chair of the committee shall oversee its meetings.

H. Reporting Relationship

The Committee shall report through the Director of MSRC to the CEO of UGMC. The report shall focus on fundraising goals, strategies, potential donors, progress and results.