

NHIVNA Fundraising Working Group

Terms of reference of the working group

Membership and appointment	<ul style="list-style-type: none"> Membership of the Fundraising Working Group is agreed at the NHIVNA Executive Committee Away Day meeting, usually held in September each year. Any member of the Executive Committee can join the Fundraising Working Group. Each appointment to the working group is for 12 months and is reviewed at the end of that period to enable newly appointed Executive Committee members to join and to offer new experiences for existing members. The chair of the working group may co-opt individuals onto the Fundraising Working Group to assist with projects and activities. Each member of the committee is expected to participate in activities of the working group, which may include leading specific actions.
Chairing	<p>Jessica Osorio (Chair 2024–2024) Sian Jeffery (Vice-Chair 2024–2025)</p> <ul style="list-style-type: none"> Chair and vice-chair are appointed at the NHIVNA Executive Committee Away Day and the roles are reviewed at each 12-month interval. The Vice-Chair will chair the meetings in the absence of the Chair.
Frequency of meetings	<ul style="list-style-type: none"> Maximum of four meetings per annum to be held on a quarterly basis, ensuring that the schedule allows for reporting to the Executive Committee.
Quorum	<ul style="list-style-type: none"> Three members should be present for decision to be made. One of these must be the Chair or Vice-Chair. If no quorum, minutes must reflect this and any actions will need approval by whole working group, either by email following the meeting or at the next meeting.
Record of meetings	<ul style="list-style-type: none"> The NHIVNA Secretariat will provide administrative support to the Fundraising Working Group. Minutes will be distributed electronically to members and uploaded to the Fundraising Working Group pages of NHIVNA website.
Reporting mechanism	<ul style="list-style-type: none"> The Fundraising Working Group will report to the NHIVNA Executive Committee at each meeting. This will be undertaken by the Chair, Vice-Chair or other elected representative as necessary.
Functions	<ul style="list-style-type: none"> The working group is responsible for fundraising not related to sponsorship income from pharmaceutical companies as defined by the rate card. Any funds raised will be used for the charitable work of NHIVNA. The working group will lead on the development of a fundraising programme. The working group can manage any budget applied to it by the Executive Committee for the process of fundraising. Fundraising tagline: 'Promoting excellence in HIV care'.
Resources and budget	<ul style="list-style-type: none"> A budget will be agreed by NHIVNA Officers and the Chair each year at the NHIVNA Executive Away day meeting. Any spend in financial year January–December 2025 to be approved by the Executive Committee before proceeding.

Relationships	<ul style="list-style-type: none"> ▪ The working group may seek external resources to facilitate fundraising events for NHIVNA charitable work. ▪ The working group will follow any Charity Commission or other relevant rules relating to fundraising from public sources. ▪ The working group may set up Gift Aid facilities for the Association.
Communications	<ul style="list-style-type: none"> ▪ The Fundraising Working Group reports to the NHIVNA Executive Committee. ▪ When appropriate, the working group will liaise with other NHIVNA working groups and subcommittees to meet the requirements of the Association.
Documents	<ul style="list-style-type: none"> ▪ Communication between meetings will take place via email. ▪ Meetings will be held online or may be held face-to-face, if required. ▪ Secretariat to set up and maintain an email membership list.
History and updates	<ul style="list-style-type: none"> ▪ All shared information can be found on the working group workspace in the secure members' area on the NHIVNA website.
	<ul style="list-style-type: none"> ▪ The Terms of Reference (this document) should be reviewed annually at the first working group meeting following the NHIVNA Away Day meeting.

Document version control	Date and updates
Original	27 October 2022
Version 2	21 October 2024 New chair and vice chair
Version 3	Next review October 2025