

TERMS OF REFERENCE FOR
THE DEVELOPMENT COMMITTEE
OF GRANGE AREA TRUST

1. Our Purpose

The Development Committee plays a vital role in supporting the wonderful work of Grange Area Trust (GAT). By focusing on fundraising, publicity and building strong relationships with current and potential supporters, we help spread the word about GAT's objectives and raise the funds needed to keep the charity thriving. Together with the Land Management Committee, we also help care for Widmer Fields, ensuring that this special space benefits our community for generations to come.

2. What We Do

Our work revolves around three key areas:

Fundraising

- We work together to understand GAT's needs and plan fun and engaging fundraising initiatives to cover both annual costs and any special projects.
- This includes encouraging personal donations, business sponsorships and finding funding opportunities such as grants and partnerships.
- We also organise appealing events and activities that bring the community together to raise funds.

Publicity

- We create and deliver communication plans (like our website, newsletters and public events) to raise awareness and increase GAT's visibility.
- We develop clear and consistent messaging and branding to ensure everything we share reflects GAT's values.
- We produce and distribute publicity materials that tell GAT's story in the most compelling way.
- We find creative ways to share the great work GAT is doing, both online and at events.

Stakeholder Engagement

- We build lasting relationships with donors, community leaders, volunteers and all those who support GAT.
- We proudly represent GAT, spreading the word about the incredible work we're doing.
- We gather feedback from our supporters to ensure that their voices help guide our decisions.

- We encourage everyone to get involved and help grow our committed base of supporters.

3. Who's Involved

- Our committee includes up to 8 enthusiastic members, including a Chair and Vice-Chair. The Honorary Secretary also attends our meetings to keep us on track.
- New members are identified by the committee and approved by the Board of Trustees.
- We are always looking for individuals who have a passion for fundraising, marketing, communications or engaging with people, and who can commit to helping with at least one event or initiative each year.
- The Chair of the committee is appointed by the Board of Trustees.

4. Our Meetings

- We meet three times a year, with additional meetings if needed to stay on top of things.
- At least half of the members need to be present for a meeting to take place.
- We'll always aim to share the agenda and any supporting materials at least a week ahead of time so everyone has a chance to prepare.
- Meeting minutes are recorded and shared with the Board of Trustees to keep everyone in the loop.

5. Reporting & Accountability

- We keep the Board of Trustees updated regularly on our activities and any recommendations we have.
- A yearly report will be prepared before the GAT AGM, highlighting what we've achieved, the challenges we've faced, and our plans for the future.

6. How We Make Decisions

- The Development Committee is an advisory body and doesn't make final decisions unless the Board of Trustees has given us the authority to do so.
- We may also set up working groups to focus on specific projects/events as needed.

7. Reviewing Our Terms

- We review these terms each year to make sure they continue to align with GAT's goals and remain relevant to our work.