

South African Cities Network Fundraising Committee Terms of Reference

Introduction

This document outlines the role and responsibilities of the South African Cities Network (SACN) Fundraising Committee. The Fundraising Committee is responsible for the oversight of the SACN's fundraising policies and strategy.

The SACN's mandate is to promote good governance and management of its participating cities, as well as partnerships among the spheres of government in the interests of enhancing good city governance in South Africa, using knowledge of large city government experiences within the global and national (South African) economic development context.

The SACN has established itself as a thought leader in urban policy and development, through knowledge generation and dissemination. Its main activities include:

- Encouraging shared learning, as the basis of inter-sphere partnerships.
- Updating leaders on current and emerging changes and trends in urban policy, nationally and internationally.
- Promoting innovation and strategic thinking between cities and other actors including government, civil society, business and academia.
- Fostering cooperation and the exchange of best practices in urban development and city governance.
- Generating options and make recommendations to SACN participating cities and intermediate cities.
- Mobilising the capacity of cities to support local government and national development.
- Strengthening linkages between cities, towns and rural areas.

Traditionally, the majority of SACN's funding has come from subscription fees paid by participating cities and government grants, largely from the Department of Cooperative Governance and Traditional Affairs. In view of the magnitude and importance of the SACN's work, the current funding model is not sustainable. Therefore, the SACN needs to secure long-term financial certainty through fundraising, and to that end has established the Fundraising Committee.

The Fundraising Committee will include suitably qualified individuals who have experience in driving institutional fundraising strategies to secure and manage significant income from a diverse range of donors, such as governments, business, international organisations, multi-donor funds, and large trusts and foundations. These individuals must possess a deep appreciation of the non-profit sector, and have a thorough and nuanced appreciation of urban development and city management matters.

Responsibilities

The role of the Fundraising Committee is to assist the SACN in exercising due care, foresight and skill in its strategic approach to identify potential major donors; managing donor relationships; and approving donor campaigns and fundraising strategies. In particular, the Fundraising Committee will:

- Lead the development of the SACN's fundraising policies and practices.
- Approve and monitor the SACNs' fundraising strategy relating to donors.
- Support the development and implementation of the institutional stakeholder and partnering strategy.
- Lead efforts to build strong, effective working relationships with institutional donors.
- Monitor fundraising performance against benchmarks.
- Exercise authority delegated to it, or consider any matters referred to it, by the SACN Board.

Membership

The Fundraising Committee shall consist of the following members:

- Chief Executive Officer (CEO)
- One member of the SACN Board
- Up to six (6) independent members appointed by the SACN Board to serve on the Committee

The following persons will attend all Fundraising Committee meetings:

- Fundraising Manager (Secretariat)
- Executive Manager: Corporate Services
- Executive Manager: Governance and Communications
- Executive Manager: Programmes

Frequency of Meetings

The Fundraising Committee will usually meet four (4) times per year or at other times determined by the Chairperson of the Committee.

Reporting

The Fundraising Committee will report to the SACN Board as follows:

- Quarterly reports outlining the activities of the Committee.
- An annual report including progress against agreed deliverables by the Board of the SACN.
- At any other time on relevant issues as determined by the Board.

Delegations

The delegations for the investment and disbursement of funds raised through the Fundraising Committee will be in accordance with the CEO's approved delegations.