University of Suffolk

FOUNDATION BOARD TERMS OF REFERENCE

Aim
The aim of the Foundation Board is to support the university with identifying, soliciting and acquiring philanthropic gifts. It will also help to raise the institution's profile. The initial emphasis will be to launch a fundraising initiative, capitalising on the publicity surrounding the launch of the University of Suffolk.

The long term objectives are:
   a) To achieve a continued and sustained stream of philanthropic gifts
   b) To grow the number and range of regular donors
   c) To grow a culture of giving across the university
   d) To encourage alumni to give
   e) To successfully apply to Trusts and Foundations for funds
   f) To identify, build relationships with and acquire gifts from targeted corporates
   g) To extend the number and range of patrons for the institution, raising its profile

Charitable status

University of Suffolk is an exempt charity under the Charities Act 2011, supervised by the Higher Education Funding Council for England (HEFCE) and a company limited by guarantee. Registered in England and Wales, company number: 05078498. Registered Address: Waterfront Building, Neptune Quay, Ipswich, IP4 1QJ University of Suffolk. As an exempt charity, University of Suffolk will at all times observe the requirements of charity law and legislation.

Terms of Reference

1. The role of the Foundation Board is as follows:
   a) To advise on philanthropic strategy and provide volunteer leadership for fundraising activity.
   b) To assist in building relationships and raising funds to support a number of strategic initiatives.
   c) To increase the level of private giving both in terms of the amount raised and the number of donors.
   d) To increase income from Trusts and Foundations and business.
   e) To offer direction through any application process for large funding pots.
   f) To seek the support of a number of patrons drawn from the Suffolk and South Norfolk community who will champion the institution and the raising of funds.
   g) To report on the funds raised and to ensure work remains within budgets agreed by the University of Suffolk Board.
   h) To accept, refuse and disperse all donations made to University of Suffolk/University of Suffolk, safeguarding the institution when accepting and distributing philanthropic funds.

2. Specific requirements of the Foundation Board are:
   a) To steer a fundraising campaign capitalising on the publicity surrounding the move to independence and the creation of the University of Suffolk.
   b) To support the Alumni and Development Office with determining the case for support for all activity, regularly reviewing, challenging and updating as required.
c) To act as ambassadors for the institution, pursuing opportunities to raise funds and contribute to positioning it as a leading centre of excellence in selected areas of activity.
d) To enhance the understanding among alumni, students, staff, friends and stakeholders of the need for private giving to support the work of the institution.
e) To make recommendations on opportunities for potential funds and suggest ideas or opportunities for progressing development work.
f) To build public support and understanding of the need for philanthropic funds.
g) To help facilitate and assist with special events and activities.
h) To advise the Alumni and Development Office in relation to the effectiveness of stewardship of individuals, corporates, Trusts and Foundations and prospective legacy donors.

Membership
- Celia Edey, Deputy Chair of University of Suffolk Board (Chair)
- Richard Lister, Vice-Chancellor
- Judi Newman, Honorary Fellow
- Katherine Riddell, Managing Director, Digital Tomorrow Today Ltd
- Barry Chevallier Guild, Chairman, Aspall
- Ben Adofo, University of Suffolk Alumni Association
- Terry Hunt, Editor East Anglian Daily Times

Total membership: 7

Ex-Officio
Karen Williams, Director of Finance and Planning
Caroline Waters, Alumni and Development Secretary

The Alumni and Development Office will service the Foundation Board

Notes on membership
1) Membership of the Foundation Board is determined on an ad personam basis.
2) The Chair of the Foundation Board will be agreed by the Chair of the University of Suffolk Board of Directors, and will serve a term of three years with the ability to be reappointed for one additional term.
3) Members will be invited to join the Foundation Board by the Chair.
4) Members will normally be invited to sit on the Foundation Board for a three year term, and shall be eligible for reappointment for one additional term.
5) Substitutions for members unable to attend a meeting will not be accepted.

Reporting procedures
The Foundation Board is independent of the University of Suffolk Board of Directors. It will make an annual report to the University of Suffolk Board at the end of each financial year which for University of Suffolk is the end of July.

The Foundation Board will make a report to the University of Suffolk Executive after each formal meeting and as required between each meeting.
The Foundation Board accepts delegated authority from the University of Suffolk Board for the acceptance, refusal and dispersal of funds. It will work in line with the University of Suffolk Code of Ethical Fundraising Practice and under the guidance of Finance and Planning and the Alumni and Development Office.

**Meetings**
The Foundation Board will meet three times a year.

The Alumni and Development Office will work closely with members between formal meetings.

**Quorum**
50% of members

The terms of reference for the Foundation Board should be reviewed at least annually, normally at the first meeting of each academic year.