

Sub-Committees – Terms of Reference

Use the short samples below as a guide when writing your own sub-committee terms of reference.

Fundraising

- i. To organise the (name of event) on behalf of the Association, in order to raise funds for its general work, and to improve its publicity and promotion
- ii. To recruit the necessary helpers from among the general membership of the organisation and elsewhere., as appropriate
- iii. To liaise with the other Sub- committees of the association as appropriate.

Publicity/Public Relations

- i. To establish and maintain a close relationship with the local press, radio and other media to ensure that fair and adequate publicity is given to the progress of the association.
- ii. To ensure the community is aware of the aims of the association
- iii. To arrange displays in suitable venues, and at major events run by the association such as its Annual Gala
- iv. To arrange advertising needed to promote the association's programme of activities and the special events
- v. To consider, and recommend to the main Committee, the purchase of publicity material

Sports

- i. To promote and arrange for the management of sporting activities, both indoors and outdoors, on behalf of the organisation.
- ii. To recruit potential coaches, managers and players.
- iii. Through the General Committee of the organisation, to obtain the use of necessary facilities.
- iv. To raise funds by seeking grants and/or organising special efforts to assist with the provision of equipment or facilities for sports purposes.

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