

London Mathematical Society Development Committee Terms of Reference

1. Constitution and Purpose

1.1 This is a Committee of Council.

1.2 This Committee shall be responsible for the Society's fundraising and development programme.

1.3 'Development' shall be defined in the following terms: 'The role of a Development Committee/Team/Office is to help secure support for the organisation. It works to build enduring relations with external constituencies to increase financial and other types of support for the organisation's objectives and priorities. The term 'Development' encourages consideration of such work in relational terms: the building, over time, of a continuous, powerful and life-long connection between a donor/philanthropist and the organisation and causes it represents.'

2. Roles and responsibilities

2.1 The Development Committee will have the following roles and responsibilities.

Advice to Council

2.2 The Committee shall provide advice to Council on development by:

- i) informing the Society's policies relating to fundraising and development;
- ii) acting on behalf of Council when authorised to do so; and
- iii) ensuring that Council is kept informed of matters relevant to fundraising and development and leading on the Society's activities in this area.

Activities

2.3 The Committee shall undertake relevant activities for Development by:

- i) leading on all activities in respect of fundraising and development;
- ii) liaising with the Society's other Committees to maintain an oversight of any fundraising and development activities undertaken by these other Committees;
- iii) working and managing relations with relevant external persons and bodies on matters related to its activities, including developing funding proposals with potential donors for both existing and new schemes, prior to recommendations being submitted to Council;
- iv) coordinating applications to external funding bodies for funding;
- v) liaising with the Council for Mathematical Sciences for support and endorsement as required for any UK-wide schemes;
- vi) undertaking due diligence on all donors and potential donors to the Society.

Budgets and Strategic Planning

2.4 The Committee is responsible for:

- i) monitoring the expenditure of any budgets delegated to it by Council;
- ii) advising Council on budget forecasting and expenditure; and
- iii) proposing strategic direction to Council in the area of the Committee's interests.

Other

2.5 The Committee shall undertake the following other roles and responsibilities:

- i) review its business as necessary.

3. Membership

3.1 The Committee shall consist of up to 11 members.

3.2 The President, Past President or President Designate, Treasurer, General Secretary, the Executive Secretary, and one other member of Council shall be members of the Committee.

3.3 Up to 5 external members may be appointed to the Committee as recommended to Council by the Committee.

3.4 The Chair shall be the President. In the absence of the Chair at any meeting the remaining Committee members may appoint an Acting Chair for that meeting from among their members.

3.4 All Committee members shall be appointed by Council.

3.7 The external Committee members shall, on the advice of the President to Council, serve a term of office of no longer than 6 years in total, though this may be extended in unusual circumstances such as an important relationship between the Committee members and a serious potential donor.

4. Frequency and format of meetings

4.1 The Committee shall meet as required in execution and coordination of its duties under section 2 above, although not normally more than 3 times per year, usually in De Morgan House. The Chair may call urgent meetings on specific issues if required.

4.2 Participation in meetings via video-conferencing or telephone-conferencing is acceptable on occasion.

4.3 Each Committee Member shall be expected to take an active role in electronic discussions, on matters in which they are involved.

5. Attendance

- 5.1 If a Council member is absent without reasonable cause for three or more consecutive meetings on the President's advice to Council the member will be considered to have resigned from the Committee.
- 5.2 The following LMS executive staff shall normally attend Committee meetings: Head of Society Business, Council and Society Officer. Other staff may attend by request or by invitation for specific discussions.
- 5.3 The secretariat support for the Committee shall normally be provided by the Council and Society Officer.

6. Reporting Procedures

- 6.1 The Treasurer shall include in his reports to Council a report on any business of the Committee. The Treasurer shall make a specific report at least once a year.

Agreed by Council
13 November 2015