

Fundraising Policy



Policy number	POL006	Version	A
Drafted by	FOP Australia Board	Approved by Board on	02/07/2019
Responsible person	FOP Australia Board	Scheduled review date	02/07/2022

INTRODUCTION

The Board of FOP Australia is committed to ensuring that fundraising activities are conducted in accordance with FOP Australia's Strategic / Business plan and carried out in an ethical manner.

This policy applies to the Board, casual, permanent and contract staff and volunteers.

Board members have the responsibility of ensuring the survival and continuation of the organisation. This includes responsibility for ensuring funding is available to support the activities of the organisation.

While the Board may delegate many of the fundraising operations to other parts of the organisation, the Board retains the responsibility for:

- inspiring other fundraisers;
- demonstrating the importance of fundraising to the organisation; and
- demonstrating their leadership in this area.

To achieve this goal, each Board member must be involved in the fundraising process.

PURPOSE

The purpose of this document is to set out FOP Australia's position on fundraising and to document the standards expected in raising funds from Board members and the community at large.

POLICY

FOP Australia's guiding fundraising principle is a simple one – we will only use fundraising techniques that we would be happy for others to use on ourselves.

In doing so, the organisation will adhere to the following standards:

- Fundraising activities carried out by FOP Australia will comply with all relevant laws.
- Any communications to the public made in the course of carrying out a fundraising activity shall not be misleading or deceptive.

Policies can be established or altered only by the Board: Procedures may be altered by the Board.

Fundraising Policy



- All monies raised via fundraising activities will be for the stated purpose of the relevant appeal and will comply with the requirements of FOP Australia's constitution and the organisation's stated mission and purpose.
- Any personal information collected by FOP Australia must be kept confidential, must be stored securely and only used in ways that comply with relevant privacy laws.
- Nobody directly or indirectly employed by, or volunteering for, FOP Australia shall accept commissions, bonuses or payments for fundraising activities on behalf of FOP Australia.
- No solicitations of funds from members of the public shall be undertaken by telephone or door-to-door.
- Fundraising activities should not be undertaken if they may be detrimental to FOP Australia's good name or community standing.
- Financial and material contributions (financial or otherwise) will only be accepted from reputable companies, organisations and individuals as determined by the Board having regard to FOP Australia's stated mission and purpose. Companies and organisations specifically excluded from making financial contributions to FOP Australia include gambling and tobacco companies.
- Any dealings (financial and otherwise) with pharmaceutical or biotechnology companies must adhere to the ['The International FOP Association's Guidelines for Engagement with Pharmaceutical Companies Version 1.0, September 13, 2016.'](#)

Board members will be requested to

- donate funds to FOP Australia to best of their ability, having regard to each individual Board member's financial circumstances;
- contribute to the short-term and long-term financial planning of FOP Australia including providing input to its fundraising plan;
- support the fundraising efforts of other parts of the organisation;
- support special events run by FOP Australia to raise money or generate contacts;
- where possible, supply FOP Australia with names of prospective individual and corporate donors;
- where requested, approach (or write letters on behalf of FOP Australia to) individual or corporate prospects to ask for donations on behalf of FOP Australia.

AUTHORISATION

02/07/2019

FOP Australia

Policies can be established or altered only by the Board: **Procedures** may be altered by the Board.

Fundraising Procedure



Procedure number	PRO006	Version	A
Drafted by	FOP Australia Board	Approved by Board on	02/07/2019
Responsible person	FOP Australia Board	Scheduled review date	02/07/2022

RESPONSIBILITIES

The Chair is responsible for bringing this policy to the attention of prospective Board members.

The Secretary must ensure that this policy is included in the Induction Package for new Board members.

The Board is responsible for the implementation and review of this policy.

All Board members, casual, permanent and contract staff and volunteers are required to comply with this policy.

PROCEDURES

In the planning of its short-term and long-term fundraising strategies, the Board will make appropriate arrangements to draw on the [contributions] of Board members.

All fundraising activities must have the prior approval of the Board, as recorded in Board meeting minutes.

Prior to the commencement of any new fundraising activity that may present a financial risk to FOP Australia, a statement estimating the income and expenses associated with that fundraising activity will be prepared for the Board's consideration.

Fundraising activities should not be undertaken if they will expose FOP Australia to significant financial risk.

The Board may establish a Fundraising Committee to oversee major fundraising activities. If established, the Fundraising Committee will report regularly to the Board, including by tabling committee minutes at relevant Board meetings.

AUTHORISATION

02/07/2019

FOP Australia

Policies can be established or altered only by the Board: **Procedures** may be altered by the Board.