

## **Terms of Reference: Boundless Charitable Foundation – January 2021**

### **Background:**

The Boundless Charity Foundation was established in 2015 to provide a focus for the Association's charitable activities and donations.

The administration and regulation were initially outsourced to a third party, the Charities Trust for an initial contract term there-by avoiding the need to set up a new charity with the associated costs of governance and administration.

### **Purpose / role of the group:**

- Hold Charities Trust to account as custodian of Foundation funds
- Oversee the financial position of the Foundation, its strategic objectives and development
- Manage fundraising and other funding sources
- Authorise requests to release funds from the Foundation for donations and grant payments.
- Meet regularly and include a representative of Charities Trust along with Boundless / CSMA representatives as appropriate. Meeting 'minutes' should be sent to Charities Trust for their information.

### **Aims and responsibilities of the group:**

- Supporting good causes and communicating these activities to the member base.
- Delivering high standards of ethical conduct and governance.
- Providing a focus for planned activities and facilitating multiple beneficiaries suited to the Boundless by CSMA/Foundation brand and target member sectors.
- To help reinforce the not for profit positioning of our Association, through the generation of increased engagement by members with charitable causes
- To ensure the appropriate communication of the Foundation's purpose, fundraising initiatives and case studies detailing how funds are used and integrated into the Boundless content through the magazine and online portals

### **Membership:**

- A representative from the Charities Trust for administration, regulation and compliance purposes
- Two CSMA Board Directors (one whom should chair the Foundation meetings)

- A representative from Britannia House, currently the Head of Member Communities who will liaise with the appropriate departments and other corporate functions (Marketing, Finance, People and Culture, Leisure, etc.)
- Other invitees as required

#### **Accountability:**

- On a day to day basis all activity (including Foundation Accounts) is under the management control of the Charities Trust Executive Team and is subject to the internal controls, policies and procedures which govern the activity, with oversight from the Charities Trust, Board of Trustees
- The Charities Trust is required to submit annual returns to the Charities Commission and Companies House and are subject to external audit. As a holder of a Society Lottery License, the Charities Trust are regulated in lottery activities by the Gambling Commission (GC) to whom regular monthly (and annual) returns are made and are subject to periodic audits by the GC. As a Payroll Giving Agency, the Charities Trust are regulated by HMRC for making annual returns and being subject to their audit rules.

#### **Review / working methods / ways of working:**

- There are to be no restrictions on how many times the group will review the relevance and value of its work
- The group will meet on a minimum of twice a year
- The group will meet in person and review when relevant
- A member of the CSMA Board will chair the meetings
- The Head of Member Communities will provide the secretariat for the group
- To review annually the terms of reference of the Committee and its own effectiveness as a Committee in conjunction with the Board and, where appropriate, recommend or make changes

#### **Definition of terms**

- Please see latest services agreement dated 2<sup>nd</sup> May 16