



## Corporate Committee Terms of Reference

### Purpose and Scope

The Corporate Committee has been developed from the Business Development and Partnerships Committee to enable external expert stakeholders to contribute to the promotion and sustainability of Hope Street in accordance with the Hope Street Strategic Plan and the Business Development and Partnerships Strategic Plan.

Through regular meetings, it also provides a forum for communication between the external stakeholders, CEO and Business Development and Partnerships Manager.

The Corporate Committee is responsible for:

- Planning the activities of the Corporate Committee
- Raising funds to support the implementation of the Hope Street Business Development and Partnerships Strategy
- Raising the profile of the organisation by being Ambassadors
- Building networks and connections for the organisation

### Background

The Corporate Committee has been established by the Hope Street Business Development Partnerships Committee.

### Meeting Frequency and Other Timelines

- The Corporate Committee is ongoing
- Meetings are to be conducted once a quarter or a minimum of four per annum
- The CEO shall call a meeting of the Corporate Committee if s/he deems necessary for the completion of the Committee's responsibilities

### Membership

Membership of the Corporate Committee shall comprise of:

- One Board Member from the Business Development and Partnerships Committee
- CEO
- Business Development and Partnerships Manager
- 10 external representatives

Members are required to meet with the CEO and provide some background information (a brief biography).

### Quorum

A quorum constitutes the CEO and three other members.



## Duties and Outcomes

### Planning

- Develop and implement a Corporate Committee Action Plan providing guidance for raising funds, raising the profile of the organisation and building partnerships
- Monitor the implementation of the Action Plan

### Partnerships

- Build relationships, networks and connections across private and public sectors that will support the purpose of the Corporate Committee
- Ensure partnerships with Hope Street are reflective of the organisation's values and philosophy

### Reporting

- Provide a quarterly report to the Business Development and Partnerships Committee on the progress of activities contained in the Action Plan

### Performance Review

- Review the effectiveness of the Corporate Committee every three years
- Consider the findings and recommendations
- Make recommendations to the Business Development and Partnerships Committee

### Resources

- Make recommendations to the Business Development and Partnerships Committee regarding resources and funding in the annual budget for the Corporate Committee to achieve its purpose

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## Administration

Should a Board member/CEO not be available to convene the meeting, the meeting will be rescheduled or s/he may delegate the responsibility to another member of the Corporate Committee.

The Corporate Committee will keep minutes of its meetings.

The minute taker shall circulate the minutes of meetings to all members of the Committee for comment and tabling at the next meeting for approval prior to saving in the Shared Drive.

The CEO is responsible for and signing-off any reports or recommendations to be made to the Business Development and Partnerships Committee.

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## Policies and Relevant Documents

Hope Street Strategic Plan  
Corporate Committee Action Plan  
Hope Street Business Development and Partnerships Strategic Plan and Action Plan  
Millennial Advisory Group Terms of Reference