



## Business Development and Partnerships Committee Terms of Reference

### **Purpose and Scope**

The Business Development and Partnerships Committee oversees and coordinates planning and actions to promote and develop the organisation in accordance with the Hope Street Strategic Plan and the Business Development and Partnerships Action Plan. It also supports and oversees the planning and actions of the Corporate Committee. The Corporate Committee is a committee of the Business Development and Partnerships Committee. One or both of the Directors from the Business Development and Partnerships Committee are members of the Corporate Committee.

The Business Development and Partnerships Committee is responsible for:

- Planning
- Promotional activities
- Developing new programs
- Reviewing and making recommendations regarding resources and allocation in the annual budget
- Supporting and overseeing the Corporate Committee
- Supporting and overseeing the Millennial Advisory Group

### **Background**

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

### **Meeting Frequency and Other Timelines**

- The Business Development and Partnerships 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 Business Development and Partnerships Committee if s/he deems necessary for the completion of the Committee's responsibilities

### **Membership**

Membership of the Business Development and Partnerships Committee shall comprise of:

- Two Directors
- CEO
- Business Development and Partnerships Manager
- External members may be invited from time to time as determined by the Committee

### **Quorum**

A quorum constitutes one Director, the CEO and one other member.



## Duties and Outcomes

### Planning

- Review and endorse the annual Business Development and Partnerships Action Plan
- Prioritise areas within the Plan
- Monitor the implementation of the Action Plan

### Systems

- Establish systems for effective monitoring of strategic business development and partnership outcomes
- Monitor and review the effectiveness of these systems within a continual improvement framework
- Endorse new and amended systems

### Reporting

- Business Development and Partnerships Donors and Acquittal Register
- Quarterly Business Development and Partnerships Report

### Performance Review

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

### Policy and Procedures

- Develop policies and procedures as pertaining to Business Development and Partnerships
- Approve systems, policies, procedures and tools as pertaining to Business Development and Partnerships

### Resources

- Make recommendations to the Board regarding the resources and funding pertaining to Business Development and Partnerships in the Annual Budget

### Corporate Committee

- Endorse the Corporate Committee Terms of Reference
- Endorse the Corporate Committee Plan
- Monitor the implementation of the Corporate Committee Plan via review of quarterly reports against the progress of the plan
- Receive recommendations from the Corporate Committee
- Review the effectiveness of the Corporate Committee every three years

### Millennial Advisory Group

- Endorse the Millennial Advisory Group Terms of Reference
- Endorse the Millennial Advisory Group Plan
- Monitor the implementation of the Millennial Advisory Group Plan with quarterly reports against the progress of the plan to the Corporate Committee
- Receive recommendations from the Millennial Advisory Group via the Corporate Committee
- Review the effectiveness of the Millennial Advisory Group per its ToR



***Governance/  
Administration***

Should a Director not be available to convene the meeting, the meeting will be rescheduled or s/he may delegate the responsibility to another member of the Business Development and Partnerships Committee.

The Business Development and Partnerships 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 by the Business Development and Partnerships Committee to Hope Street Committees, Committees and the Board.

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***Policies and  
Relevant  
Documents***

Hope Street Strategic Plan  
Hope Street Service Development Action Plan  
Hope Street Annual Budget  
Corporate Committee Terms of Reference  
Hope Street Marketing Plan  
Corporate Committee Plan  
Millennial Advisory Group Terms of Reference