

# ETHICAL FUNDRAISING POLICY

Policy number	73	Version	1
Approved by Board on	3 September 2015	Scheduled review date	September 2016

## 1. Purpose

The purpose of this document is to identify NIODA's position on fundraising practice and to document the standards expected in raising funds from the community.

## 2. Scope / Application

This policy relates to Board and Committee members and all staff at NIODA.

## 3. Policy Statement

The Board of NIODA is committed to ensuring that fundraising activities are carried out in an ethical manner.

NIODA's guiding fundraising principle is that we will only use techniques that we would be happy to be used on ourselves.

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

- Fundraising activities carried out by NIODA will comply with all relevant laws enshrined in the Fundraising Appeals Act 1998.
- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
- All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisation's stated mission and purpose.
- All personal information collected by NIODA is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- Nobody directly or indirectly employed by or volunteering for NIODA shall accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.
- No general solicitations shall be undertaken by telephone or door-to-door.
- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of NIODA.
- Financial contributions will only be accepted from companies, organisations and individuals the Board considers ethical. Some companies and organisations may be specifically excluded from making financial contributions to NIODA where their purpose is considered antithetical to the purpose and values of NIODA.

## 4. Responsibilities

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

All Board and committee members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

# ETHICAL FUNDRAISING POLICY

## 5. Procedures

A Fundraising Sub-Committee of the Board will be formed to oversee the major fundraising tasks. The Fundraising Sub-Committee will report regularly to the Board, including tabling of meeting minutes at Board meetings.

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

A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to NIODA. Fundraising activities should not be undertaken if they will expose the organisation to significant financial risk.

An organisation without procedures for authorising financial transactions may be vulnerable to fraud or error. Therefore all financial transactions relating to NIODA banking accounts and in the signing of cheques for NIODA must be authorised by a sufficient number of authorised persons and documented adequately.

## 6. Responsibilities

It is the responsibility of the CEO to ensure that:

- staff are aware of this policy
- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of employees to ensure that this policy is conformed to.

## 7. Related Documents

Board Fundraising Policy

Fraud Risk Management Policy

Authorisation of Financial Transactions Policy

Organisational Values Policy

Legislative Compliance Policy

Transparency and Accountability Policy