

## Principles of Fundraising

The Board/governing body resolves to adopt the Guidelines for Charitable Organisations Fundraising from the Public and confirms that the Mater Foundation is committed to complying with the Statement and will endeavour to:

**1. Adhere to the core principles of respect, honesty and openness by:**

- 1.1 Respecting the rights, dignity and privacy of supporters, clients and beneficiaries.
- 1.2 Answering reasonable questions about fundraising activity and fundraising costs honestly.
- 1.3 Making information about our purpose, activities and governance available to the public.

**2. Demonstrate its commitment to donors by:**

- 2.1 Agreeing and making known a Donor's Charter consistent with the Guidelines for Charitable Organisations Fundraising from the Public containing commitments regarding the causes for which the charity is fundraising, the use of donations, and disclosures regarding the status and authority of those soliciting donations.
- 2.2 Operating a complaints and feedback procedure.

**3. Ensure high standards of fundraising practice by:**

- 3.1 Ensuring fundraisers are committed to the highest standards of good practice by providing information and training on the Guidelines for Charitable Organisations Fundraising from the Public
- 3.2 Ensuring that fundraising activities are respectful, honest, open and legal and that images and messages are chosen and used in accordance with the Guidelines for Charitable Organisations Fundraising from the Public.
- 3.3 Having a policy in place regarding the management of volunteer fundraisers.

**4. Be financially accountable by:**

- 4.1 Publishing an annual report and statement of annual accounts, which includes a statement on compliance with the Guidelines for Charitable Organisations Fundraising from the Public.
- 4.2 Making sure that there are appropriate internal financial and management controls in place.
- 4.3 Making sure that all donations are recorded and that all records comply with data protection legislation.

**5. Ensure that the Board and senior management take responsibility for implementing and adhering to the Guidelines for Charitable Organisations Fundraising from the Public by:**

- 5.1 Identifying any risks that may arise and ensuring appropriate mechanisms are in place given the size and complexity of the organisation to manage and deal with those risks.

### THE MATER FOUNDATION'S COMMITMENT TO STANDARDS IN FUNDRAISING PRACTICE

The Mater Foundation is fully committed to achieving the standards contained within the Guidelines for Charitable Organisations Fundraising from the Public.

The statement was developed by the Irish Charities and Tax Research group and exists to provide charities in Ireland with a Fundraising Code of Practice.

The purpose of the statement is to:

- Improve fundraising practice;
- Promote high levels of accountability and transparency by organisations fundraising from the public;
- Provide clarity and assurances to donors and prospective donors about the organisations they support.

**The Mater Foundation believes we meet the standards the Code of Practice sets out.**

## **OVERVIEW OF THE STATEMENT OF GUIDELINES FOR CHARITABLE ORGANISATIONS FUNDRAISING FROM THE PUBLIC**

### **Board/Trustee and Senior Management Responsibility**

The ultimate responsibility for meeting the standards of the Guidelines for Charitable Organisations Fundraising from the Public lies with the charity's Board or Trustees and through them with the senior management of the charity. The Board/Trustees and Management are responsible for ensuring that their charity has the ability to and fulfils its commitment to best practice in fundraising.

The Board/Trustees and Management of the charity are accountable for the charity's fundraising activities as follows:

1. By promoting the existence of the Guidelines for Charitable Organisations Fundraising from the Public and other relevant Codes to the public, donors and supporters;
2. By ensuring a feedback mechanism is in place whereby anyone can comment to the fulfilment of the standards outlined in the Statement;
3. By ensuring that the charity's commitment to best practice in fundraising is communicated in all public policy statements by stating same in relevant public communications (annual reports, website, policy statements, governance documents, leaflets and communication materials etc);
4. By, where relevant, putting in place training and development opportunities for relevant staff and volunteers;
5. By ensuring that all relevant suppliers and contractors are informed about and contracted to adhere to the standards in the Statement in their fundraising work for the charity;

6. By assessing the charity's fundraising strategy on a regular basis according to the guiding principles of this Statement;
7. By including reference to adherence to the Guidelines for Charitable Organisations Fundraising from the Public from the charity;
8. By ensuring that senior management take responsibility for implementing and adhering to the Statement;
9. By being open to the charity engaging in setting sector standards, including feeding back on their experience on these standards and participating in the development of future standards.

Fundraising exists only to support the overall mission of the charity in question. Therefore the Board/Trustees and Management of the charity are accountable to the organisation's beneficiaries, service users, clients, donors, funders, volunteers and staff for the charity's overall performance. The Board/Trustees and Management shall therefore ensure:

1. That the activities of the organisation are focused on achieving the objectives set out in the organisation's charter, and that these are translated into a vision, policy, strategies and budget;
2. The organisation's expenditure is handled in a transparent, effective and efficient manner, in line with an agreed annual plan and budget, and according to a predetermined process for evaluating and taking decisions on the allocation of funds;
3. Fundraising is handled in a transparent, effective and efficient manner, in line with an agreed plan and according to methods that are deemed socially acceptable;
4. The organisation has adopted a policy for activities involving volunteers, including their relationship and communications with volunteers and the method of managing volunteers;
5. The organisation has the means to adequately control the way it functions and to alert it to, and to cope with, any risks in good time.