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## FUNDRAISING SUB-COMMITTEE

### TERMS OF REFERENCE

#### 1. Fundraising Sub-Committee

- 1.1. There shall be a Fundraising Sub-Committee (the Sub-Committee), which shall be a sub-committee of the Executive Committee.
- 1.2. The purpose of the Sub-Committee is to identify and develop potential sources of income to support the effective and successful delivery of the IAP Objects, and in particular the activities, objectives and deliverables of the Global Training Academy.
- 1.3. The Sub-Committee shall act in accordance with these Fundraising Sub-Committee Terms of Reference (the Terms), which regulate the work of the Sub-Committee.

#### 2. Membership

- 2.1. The Sub-Committee shall consist of at least five members, of which at least two must be members of the Executive Committee.
- 2.2. Members of the Sub-Committee shall be appointed by the Executive Committee.
- 2.3. Members of the Sub-Committee may be members of the Executive Committee, the Senate, the Secretariat or other members within the meaning of Article 19 of the IAP Constitution.
- 2.4. The members of the Committee shall appoint one of their number as Chair. The term of office for the Chair is three years and may be renewed without limitation.
- 2.5. A member shall serve for a term of three years. Members shall be eligible for reappointment without limitation.
- 2.6. A member may resign from the Sub-Committee by providing notice in writing to the Secretary-General.
- 2.7. A member of the Sub-Committee may be dismissed by the Executive Committee if, after due enquiry, the Executive Committee decides by a majority that the member is unable or unwilling to perform their duties as required by these Terms or has acted in such a way which is inconsistent with their continued membership of the Sub-Committee.
- 2.8. No member may remain on the Sub-Committee if that member ceases to be a member of the IAP.
- 2.9. Sub-Committee members shall disclose any conflict of interest relating to the work of the Sub-Committee to the Chair of the Sub-Committee. If requested to do so by the Chair, the member shall withdraw from the Sub-Committee or from any part of the Sub-Committee meeting as is deemed appropriate by the Chair.

### 3. Procedure

- 3.1. The Sub-Committee will meet at least twice a year. Meetings can be in-person, online, or in a hybrid format.
- 3.2. The quorum for any meeting shall be a simple majority of the Sub-Committee's membership, and shall include at least one member of the Executive Committee.
- 3.3. Relevant considerations for the Sub-Committee include (but are not limited) to:
  - i. The principles established in the Sponsorship Policy;
  - ii. The principles established in the Procurement Manual;
  - iii. Whether the objectives or activities of the individual/organisation that is the source of the potential funding align with the IAP Objects;
  - iv. Whether there is any conflict between the objectives or activities of the individual/organisation that is the source of the potential funding and the IAP Standards of Professional Responsibility and Statement of the Essential Duties and Rights of Prosecutors;
  - v. Whether the IAP has the necessary resources to appropriately manage any source of potential funding;
  - vi. Whether the IAP has the necessary resources to comply with any conditions attached to any source of potential funding, and whether it is appropriate to do so;
  - vii. Whether there are any risks (financial, reputational, other) associated with acceptance of the potential funding;
  - viii. Any advice or recommendations provided by any other IAP Committee or Sub-Committee;
  - ix. Any other considerations which seem to the Sub-Committee to be relevant.
- 3.4. The Sub-Committee should aim for consensus on all decisions. If consensus cannot be reached the Sub-Committee shall make its decisions by a simple majority of members present and voting. In those circumstances, majority and minority positions shall be noted in the minutes of the meeting and shall be reported to the Executive Committee.
- 3.5. The Sub-Committee shall make a report of its actions and conclusions for each Executive Committee meeting.
- 3.6. Any recommendations of the Sub-Committee are not binding on the Executive Committee.

### 4. Rules of procedure

- 4.1. The Sub-Committee may make and vary its own rules of procedure, including these Terms.

### 5. Record keeping

- 5.1. A record should be kept of each Sub-Committee meeting and of any actions that take place pursuant to conclusions reached at a Sub-Committee meeting. The record of the meeting should be sent to the IAP Secretariat for storage in the IAP archives.

