State Emergency Service
Association of NSW

Terms of Reference

Development Sub-Committee

1. Purpose

The Development Sub-Committee supports the Association's growth and sustainability. Its focus includes branding, communications, fundraising, donations, sponsorships, partnerships and external grant opportunities.

2. Authority

The Development Sub-Committee is established under Clause 24 of the Constitution and Rule 22 of the Association Rules. Functions are delegated by the Committee as set out in the Instrument of Delegation. The Sub-Committee makes recommendations only and does not have the authority to bind the Association.

3. Responsibilities

- Draft branding, marketing and communication strategies for Committee approval.
- Recommend sponsorship and fundraising opportunities.
- Identify and recommend grants the Association may apply for.
- Maintain a record of donor and sponsor engagement.
- Provide updates and recommendations to the Committee.

4. Membership

The Committee will appoint at least three members of the Association, including a Chair. Membership may also be extended to subject matter experts or advisors from outside the Association, where specialist knowledge or skills are required.

5. Reporting

- Minutes of meetings must be kept in accordance with Rule 30 and submitted to the Committee.
- The Chair will provide a summary report and recommendations to each Committee meeting.

6. Document Control

Approved by	Executive Committee
Approval Date	05 Oct 2025
Effective Date	05 Oct 2025
Review Date	05 Oct 2026
Version	1.0

This Terms of Reference may only be amended or revoked by resolution of the Committee, in accordance with Constitution and Association Rules.