

Luna's Fund

'Love & Unity for Neonates And Stillborns'

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Volunteer Committee – Terms of Reference

Purpose:

Bring volunteers together to plan, run, and support fundraising and beneficiary events for Luna's Fund in Cornwall. Make events fun, safe, and successful.

What We Do:

- Organise and run fundraising and beneficiary events.
- Recruit and support other volunteers.
- Keep track of budgets and funds raised.
- Follow all safety, legal, and licensing rules.
- Promote events locally and online.
- Review events and suggest improvements.
- Represent the charity positively.

Committee Roles:

- Chairperson: Leads the committee and communicates with the charity.
- Secretary: Keeps notes, records, and communications organised.
- Treasurer: Manages budgets, income, and expenses.
- Event Coordinators: Plan and run individual events.
- Volunteers: Help to prepare and execute successful events.

Meetings:

- Held monthly, or as needed for a specific event
- Notes are shared with everyone.
- Decisions made by discussion or majority vote.

How We Work Together:

- Be respectful, helpful, and positive.
- Keep confidential information private.
- Share any conflicts of interest.
- Support each other and work as a team.

Remember

- You are representing Luna's Fund, please be friendly and professional.
- Safety and legal rules come first.
- Your ideas and energy make events successful!

