Auckland Diving Community Trust

Community Support and Fundraising Group

Terms of Reference

Purpose

The Community Support and Fundraising Group ("the Group") is a volunteer support group established by and accountable to the Auckland Diving Community Trust Board ("the Board").

The Group exists solely to support Auckland Diving Community Trust through fundraising, sponsorship, volunteer engagement, community activities, and initiatives that strengthen participation and club culture.

The Group exists to provide practical support to Auckland Diving Community Trust through fundraising, community engagement, volunteer support, and related activities. It is not intended to function as a representative body, governance body, advocacy group, or decision-making forum.

The Group is a support body operating under authority delegated by the Board. It has no governance, management, employment, operational, coaching, policy-making, disciplinary, or decision-making authority except as expressly delegated by the Board.

The Group shall operate in a manner consistent with the Trust's vision, values, strategic objectives, policies, and directions of the Board.

Objectives

The objectives of the Group are to:

- Raise funds to support the activities, programmes, equipment, facilities, events, and development opportunities of Auckland Diving
- Promote Auckland Diving within the local community
- Develop relationships with supporters, sponsors, donors, and community partners

- Assist in creating opportunities that enhance participation, athlete development, and organisational sustainability
- Foster a positive and inclusive club culture
- Encourage volunteer involvement and community engagement
- Support initiatives that contribute positively to the reputation and long-term success of Auckland Diving

Authority

The Group operates under authority delegated by the Board and functions as a support and advisory body only.

The Group may:

- Organise fundraising activities and events approved by Auckland Diving Community Trust and conducted in accordance with Auckland Diving policies and procedures
- Seek sponsorship, donations, fundraising opportunities, and grant funding that support the objectives of Auckland Diving
- Determine funding priorities and allocate funds raised by the Group in accordance with these Terms of Reference, ADCT policies, approved budgets, and financial delegations
- Support volunteer engagement and community initiatives

The Group shall not commit Auckland Diving Community Trust to any financial, contractual, sponsorship, partnership, employment, operational, or strategic obligation without appropriate approval under the Trust's delegated authorities.

The Group shall ensure its activities do not conflict with, duplicate, undermine, or otherwise jeopardise existing funding relationships, sponsorship agreements, commercial partnerships, strategic relationships, or operational activities of Auckland Diving Community Trust.

Where there is uncertainty regarding a potential funding, sponsorship, partnership, grant opportunity, or public initiative, the Group shall consult with the CEO before proceeding.

Significant fundraising campaigns, sponsorship arrangements, public fundraising appeals, or activities involving financial commitments shall require prior approval from the CEO or their delegate.

The operational interests, strategic priorities, and existing relationships of Auckland Diving Community Trust shall take precedence over Group initiatives.

Responsibilities

The Group may:

- Plan and deliver fundraising activities and events
- Assist with sponsorship and donor engagement activities
- Promote approved fundraising initiatives within the Auckland Diving community
- Support club events and activities that strengthen community participation and club culture
- Assist with volunteer recruitment, coordination, and recognition
- Consider requests for fundraising support from athletes, parents, coaches, officials, volunteers, staff, and Board members
- Determine fundraising priorities and approve allocations of funds raised by the Group in accordance with these Terms of Reference

The Group does not represent any particular athlete, squad, team, family, stakeholder group, or section of the organisation and must act in the best interests of Auckland Diving as a whole.

Relationship with the Board, CEO, Head Coach and Staff

The Board is responsible for governance and strategic direction.

The CEO is responsible for organisational management and operational leadership.

The Head Coach and staff are responsible for programme delivery, athlete development, coaching, operational management, and day-to-day decision making.

The Group acknowledges these responsibilities and shall not interfere with or seek to influence matters delegated to the Board, CEO, Head Coach, staff, contractors, or volunteers.

The Board, CEO, Head Coach, staff, athletes, volunteers, and community members may identify priorities, projects, equipment requirements, travel opportunities, or development initiatives that may benefit from fundraising support.

The Group may choose to support such initiatives through fundraising activities.

The Group shall not direct, supervise, instruct, manage, or place expectations on staff, coaches, contractors, volunteers, or athletes.

Group members shall communicate operational requests through designated staff and shall respect established reporting lines and delegated responsibilities.

Allocation of Funds

All funds raised by the Group are funds of Auckland Diving Community Trust and shall be used for the benefit of Auckland Diving.

The Group may allocate funds towards:

- Club equipment and resources
- Athlete and coach development initiatives
- Team travel and competition campaigns
- Training camps and development opportunities
- Participation initiatives
- Community engagement activities
- Volunteer recognition initiatives
- Other projects that support the objectives of Auckland Diving

The Group may determine the allocation of funds it has raised, provided such decisions:

- Are consistent with these Terms of Reference
- Support the objectives of Auckland Diving
- Comply with ADCT policies and financial procedures
- Do not conflict with Board-approved priorities or strategic direction

All payments and expenditure shall continue to be processed through ADCT's approved financial procedures and delegations.

Funding allocation decisions should:

- Be made collectively by the Group
- Be fair, transparent, and able to withstand reasonable scrutiny
- Be recorded in Group minutes
- Consider the needs of Auckland Diving as a whole

The Board retains oversight of all Group activities and funding decisions and may amend, suspend, or overturn a funding decision where it reasonably considers that decision to:

- Conflict with ADCT policies
- Conflict with strategic priorities
- Create financial, legal, reputational, or operational risk
- Be inconsistent with the best interests of Auckland Diving Community Trust

Matters Outside the Scope of the Group

The Group shall not:

- Participate in athlete selection decisions
- Participate in coaching decisions
- Participate in programme delivery decisions
- Participate in squad placement or athlete progression decisions
- Participate in competition entry decisions
- Provide direction, recommendations, advice, or commentary regarding coaching programmes, training groups, athlete performance, squad structures, or programme delivery
- Consider disciplinary matters
- Consider employment, contractor, remuneration, or performance matters
- Act as a forum for complaints, grievances, or appeals
- Direct staff, coaches, contractors, volunteers, or athletes
- Develop or approve organisational policy
- Undertake activities that conflict with Board policy, organisational strategy, or operational priorities
- Speak or act on behalf of Auckland Diving Community Trust unless expressly authorised to do so

Conflicts of Interest

Group members must act in the best interests of Auckland Diving as a whole.

Any actual, potential, or perceived conflict of interest shall be declared and recorded in the conflicts of interest register and referred to as an action at all meetings.

A conflict of interest does not arise solely because a Group member or their child may benefit as part of a wider group, team, squad, programme, or event receiving support.

Where a funding proposal relates primarily to a specific individual athlete, coach, official, volunteer, family, or organisation with which a Group member has a close connection, that member shall declare the conflict and take no part in the decision unless otherwise determined by the remaining Group members.

Where a conflict of interest cannot be appropriately managed, the funding proposal shall be referred to the Board or delegated management for determination.

The Group shall not allocate funds to any individual, team, programme, or initiative where doing so would create a conflict of interest that cannot be appropriately managed under these Terms of Reference.

Financial Management

All funds raised by the Group are funds of Auckland Diving Community Trust and shall be deposited into a designated Auckland Diving Community Trust bank account.

The Group shall not establish separate bank accounts, payment facilities, fundraising platforms, or financial arrangements without Board approval.

The Group shall not hold funds, make payments, enter contracts, or incur expenditure independently.

All expenditure shall be processed through Auckland Diving Community Trust's approved financial procedures, delegations, and signing authorities.

The Group shall maintain records of fundraising activities and decisions while Auckland Diving Community Trust shall maintain official financial records and accounting.

Reporting and Accountability

The Group shall maintain accurate records of:

- Meetings
- Funding decisions
- Funds raised
- Fundraising activities undertaken
- Funding allocations approved

Minutes shall be provided to the Board for information and review.

The Board may request clarification regarding any Group activity, recommendation, or proposal.

The Board may review any Group decision, activity, allocation, or proposal and may amend, suspend, or overturn a decision where it considers doing so necessary to protect the interests of Auckland Diving Community Trust.

Members of the Board, CEO, or their nominees may attend Group meetings as observers and participate in discussion.

Group Membership

Group members shall be appointed by the Board.

The Group shall consist of no fewer than five and no more than nine members.

In appointing members, the Board shall seek an appropriate mix of skills, experience, perspectives, and community representation to support the objectives of the Group.

Membership may include parents, supporters, volunteers, sponsors, community representatives, and other individuals with skills or experience relevant to the Group's objectives.

Athletes shall not be appointed as Group members.

The CEO, Head Coach, staff, Board representatives, athletes, and other stakeholders may be invited to attend meetings or provide input where appropriate but shall not be voting members unless specifically appointed by the Board.

Group members serve a one-year term and may be reappointed at the discretion of the Board.

The Group may nominate a Convenor for Board confirmation.

The role of the Convenor is to coordinate the activities of the Group, facilitate meetings, encourage participation, and act as the primary point of contact between the Group and Auckland Diving Community Trust. The Convenor does not have authority beyond that of other Group members and does not act as a spokesperson for Auckland Diving Community Trust unless specifically authorised.

A Board representative or delegated person shall be appointed to act as liaison to the Group.

The liaison's role is to support communication between the Group and Auckland Diving Community Trust, provide guidance on organisational priorities and policies, assist the Group to operate within its Terms of Reference, and facilitate escalation of matters requiring organisational approval.

The liaison may attend and participate in Group meetings but shall not be a voting member unless separately appointed as a Group member by the Board.

The Group shall not publicly represent itself as speaking on behalf of Auckland Diving Community Trust. Any external communications, public statements, media engagement, sponsorship announcements, fundraising campaigns, or promotional activities that

reference Auckland Diving Community Trust shall be approved through the Trust's designated communication channels and delegated authorities.

The Board may remove a Group member, including the Convenor, where it considers such removal to be in the best interests of Auckland Diving Community Trust.

The Group may establish working groups or engage volunteers to assist with specific activities or projects, provided such groups remain accountable to the Group and operate within these Terms of Reference.

Meetings

The Group shall meet as required to fulfil its responsibilities.

A quorum shall be 50% of appointed Group members, rounded up to the nearest whole number.

Decisions should preferably be made by consensus. Where consensus cannot be reached, decisions shall be determined by a simple majority of those present.

Review

These Terms of Reference shall be reviewed by the Board at least every two years, or sooner if required.

Dissolution

The Board may amend, suspend, restructure, or dissolve the Group at any time.

Upon dissolution, all records, funds, assets, intellectual property, and materials associated with the Group shall remain the property of Auckland Diving Community Trust.