**Lace City Angel Fund Group
Terms of Reference**

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| Membership | Heather Ankers (MT – Membership)Liz Clunie (MT – Finance)Sara Grant (MT Fundraising and Comms) |
| Frequency / format of meetings | Meetings will be convened when we receive an application for the Angel Fund.  |
| Scope of responsibility | The key tasks of the Angel Fund group are to:1. Receive applications to the Angel Fund from Chorus members.
2. Review applications promptly, in line with the Angel Fund Policy and make a recommendation to MT
3. Be the point of contact for applications or queries regarding the Angel Fund
4. Ensure that members’ privacy and anonymity is protected throughout the decision making and recording process. Liz to store completed forms confidentially, to be destroyed after 7 years, along with accounting year records. Applications to be presented to MT and in accounts via a numbering system.
5. Work with MT to ensure that sufficient funds exist within the Angel Fund to support members as needed
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| Limit of authority | The Angel Fund group will inform chorus Management Team and provide a reasonable rationale for decisions, if required, whilst protecting the confidentiality of the applicant.  |