

**DEEP RIVER AND DISTRICT HOSPITAL
FOUR SEASONS LODGE
NORTH RENFREW FAMILY HEALTH TEAM**

Terms of Reference: Fundraising Committee	
Original Date: 2021-12-14	Policy Manual: Governance
Approved by: <input checked="" type="checkbox"/> Board of Directors <input type="checkbox"/> Chief Executive Officer <input type="checkbox"/> Chief Financial Officer <input type="checkbox"/> Chief Nursing Executive	

Purpose

The Fundraising Committee establishes fundraising goals, based on the needs determined by the Board of Directors, and establishes a plan to achieve those goals. Fundraising activities will support development projects, capital purchases and community engagement to raise awareness and the public profile for the organization. The Fundraising Committee is also responsible to monitor established fundraising plans and the coordination and implementation of fundraising activities to support the organization.

The Fundraising Committee is responsible to attract, recruit, and develop a roster of community partners and volunteers to support fundraising activities.

The Fundraising Committee provides direction in order that the activities are donor-centric and adheres to fundraising best practices and legislation.

Fundraising in this context refers to revenue raising events, charitable donations from individuals and organizations and operational grants. Fundraising does not include monies paid to deliver a contractual service or revenues derived from normal operations.

The Committee establishes sub-groups for special events that include other Board Members, community members or volunteers wishing to support a fundraising event. These event groups shall report to the Fundraising Committee.

Objectives

The Committee is responsible to the Board of Directors for overseeing and supporting the development and delivery of the corporation's Fundraising Strategy. Specifically, the committee will work with staff, community partners, the Board of Directors and volunteers to:

Fundraising Strategy

- Recommends the multi-year fundraising strategy and approach for approval by the Board of Directors.
- Monitors and evaluates the fundraising strategy once it is approved by the Board of Directors.
- Ensure fundraising strategy is in alignment with current fundraising trends, with the goal of strengthening the organization's fundraising capacity.

- Ensure the fundraising plan supports and encourages community and corporate engagement in both the short and long-term;

Fundraising Plans and Activities

- Develop a multi-year fundraising plan to deliver on the fundraising strategy, which includes financial goals, likely sources of fundraising revenue, and identifies responsibility (staff and volunteers).
- Review and monitor a yearly fundraising budget and ensure appropriate monetary and human resources are allocated to carry out the fundraising plan;
- Promote and support fundraising events/activities by attending, volunteering and/or giving monetary/in-kind assistance to the level that committee members are able;
- Monitor and evaluate progress in meeting fundraising targets and return on investment;
- Review project proposals by staff to submit to potential event sponsors and donors

Donor Management and Fundraising Partnerships

- Support staff and volunteers to identify, research, solicit, foster and steward major prospective and current donors so as to build a pipeline of on-going support;
- Assist with the development and cultivation of mutually supportive fundraising partnerships with local community groups and organizations;
- Develop and champion the concept of ambassadorship for Board members, staff and volunteers with respect to their role and responsibilities in helping to achieve fundraising success;
- Review and recommend levels of sponsorship recognition and evaluate methods of donor recognition and stewardship opportunities so that all donations of time and money are recognized appropriately;
- Identifies and recommends any ethical considerations or principles that need to be adopted and upholds the principles set forth in the Donor Bill of Rights;
- Identifies and maintains a list of existing and potential event sponsors, volunteers, and program donors.
- Attract, recruit, and develop a roster of community partners and volunteers to support fundraising activities
- Oversees interactions with sponsors and donors including obtaining funds or in-kind services, thanking the sponsors and donors in writing and acknowledging sponsors and donors at Board meetings, special events, the Annual Meeting and on the website

Fundraising Policies and Procedures

- Oversee the formation/review of policies and procedures associated with fundraising activities so that they are conducted in accordance with CRA regulations, uphold the image of the organization and do not violate any agreements with partner or funding agencies;
- Ensure policies are in place to ensure fundraising best practices are maintained and that the agency's fund development program is donor-centric

Membership

The Fundraising Committee is comprised of a minimum of two Board Members and a minimum of three members from the community that represent the organization's catchment area.

- A minimum of two Board Members, voting
- A minimum of three community members who represent the organization's catchment area, voting
- The President of the Hospital Auxiliary, or their delegate, voting
- Chair of the Foundation Board of Directors, or their delegate, voting
- Community Engagement and Fundraising Coordinator, non-voting
- Chief Executive Officer, voting
- Chief Financial Officer, voting

- Additional ad-hoc community volunteers with fundraising experience, non-voting

Chairperson

- A Chairperson will be appointed by the Chair, from the Board of Directors.

Recorder

- Executive Assistant

Terms of Appointment

- Based on position
- All Board Committee Members will be appointed annually, by the Board Chair.

Quorum

- A majority of Members (50% plus 1) entitled to vote shall constitute a quorum.

Frequency and Format of Meetings

- The group will meet a minimum of 4 times a year, or at the call of the Chair.
- The length of each meeting shall not normally exceed one and a half hours.
- The Committee may hold meetings in-person or virtually.

Circulation

- Minutes will be circulated to all Team members with the forthcoming agenda - no less than seven days prior to the meeting.
- All minutes and agendas will be posted electronically in the document management system.

Reporting Relationship

- The Committee reports to the Board of Directors.

Confidentiality

- In the course of Committee business, confidential information about staff and/or patients and/or residents and/or donors may become known to Committee Members. Members have the responsibility to keep such information confidential.

Reference Documents	•
Acknowledgements	•
Review Process	<ul style="list-style-type: none"> • Fundraising Committee: 2022-11-29 • Governance Committee: 2023-01-11 • Board of Directors: 2023-01-25