

Adoption Council of Ontario - Fundraising TERMS OF REFERENCE

OBJECTIVES:

- To explore and execute on strategic fundraising opportunities
- To identify and create new revenue opportunities
- To sustain and enhance existing revenue opportunities
- To develop a stewardship program that connects donors more deeply to the organization

MEMBERSHIP & COMPOSITION:

- The committee will include a chair, vice-chair and membership
- The chair will be appointed by the board of directors and the vice-chair will be appointed by the chair
- Representation should include 1 or more directors of the board, 1 or more paid employee of the organization and volunteers to the organization
- Each member of the fundraising committee will be required to lead or participate on 2 or more fundraising initiatives or responsibilities of the group
- The group may create ad-hoc sub-committees made of existing committee members and non-committee members to execute fundraising initiatives

FREQUENCY OF MEETINGS

- The Fundraising committee will meet once per month at a pre-schedule date and time
- Ad-hoc sub-committees will meet as needed

RESPONSIBILITIES

- To ensure a comprehensive focus on membership programs/ development, corporation sponsorship/ development, donor/ foundation development, events/ galas and strategic fundraising partnerships when appropriate
- Members who serve as chair for a sub-committee, and who are unable to attend a Fundraising committee meeting, must forward all pertinent information regarding that sub-committee, in writing, to the Acting Chair in advance of the next scheduled meeting.

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