

# Fairfield Gonzales Community Association

## Terms of Reference for Fund Development Committee

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*These terms of reference approved by the FGCA Board on July 4, 2016, and are in effect as of that date.*

### **Type of Committee**

The Fund Development Committee is a standing committee of the FGCA Board.

### **Purpose**

The primary purpose of the Committee is to enhance the capacity of the FGCA to achieve its mandate by assisting the Board/Executive Committee in the planning, coordination and implementation of all fundraising activities in support of the programs, projects and activities of the association. A secondary purpose would be to devise strategies to promote community participation with the FGCA by increasing and engaging the membership

### **Responsibilities**

The Committee fulfills its purpose by assuming the following responsibilities:

#### **1. Strategic fund development planning**

Create, direct and monitor a strategic fund development plan for operational, project and program revenue generation that supports and encourages community engagement with the FGCA.

#### **2. Support the staff and volunteers to identify, research, solicit, foster and steward funding opportunities so as to build a foundation of ongoing support**

Identifies and maintains a list of existing and potential sponsors and funders. Supports the development of project proposals to submit to potential sponsors and funding bodies. Promote and support fundraising events/activities by attending, volunteering and/or giving monetary/in-kind assistance to the level that committee members are able. Thanking sponsors/funders in writing and acknowledging sponsors/funders in Board meetings and at general assemblies.

#### **3. Assess existing fundraising initiatives and identify new opportunities**

Review and evaluate outcomes of fundraising and development initiatives, identifying resources and expertise to assist with fundraising goals. Monitoring donation funds and provide regular reports of fundraising achievements. Identify

sustainable fund development strategies that will support operational and program needs.

#### **4. Oversee the formation/review of policies and procedures associated with fund development activities**

Review and develop policies around fund development, e.g., permission policy for sending email communications to members/donors, conducting special events, receiving gifts, sponsorship and donor recognition

#### **5. Membership**

Develop and support initiatives to recruit new members, retain current members and engage the membership of the FGCA. Make recommendations to the Board on activities to promote membership. Monitor and evaluate trends in membership, through increasing the effectiveness of the membership database to render more comprehensive data to better inform retention and recruitment strategies. Developing and overseeing the implementation of membership orientation programs

### **Scope**

The scope of the Committee is as defined under its Purpose.

### **Authority**

The Committee's activities and actions follow and are consistent with the *FGCA Policy on Committee Terms of Reference* (Policy Number 2016-01), unless otherwise detailed in these Terms of Reference.

### **Committee Structure**

Committee membership is open to all members of the FGCA, with the Chair and Vice Chair roles being fulfilled by Board members only.

The Committee size shall be between three (3) and seven (7) members.

The Committee may recommend to the Board candidates for the positions of Committee Chair and Vice-Chair. The Committee will appoint a member as Secretary.

The Committee Chair may vote on Committee proceedings as per the other members of the Committee.

## **Committee Membership**

The Committee is comprised of:

1. Board members
2. FGCA members
3. Additional expertise may be called upon to advise on specific issues, as required

The Executive Director(s) may also participate in Committee activities, but solely as a non-voting member(s).

## **Communications and Reporting**

The Committee will, in a timely manner, provide reasonably detailed minutes of all committee meetings and activities to the Board, and will provide verbal reports at the subsequent Board meetings

## **Committee Support**

The Committee may require some support of FGCA staff to support its work, including:

- scheduling meeting space
- assisting in identifying program areas requiring funding
- activities related to event planning and coordination
- activities related to membership initiatives
- activities related to data collection and reporting

## **Meeting Schedule**

The Committee will meet at least quarterly.

The Committee may meet more frequently, depending on any input required for fund development initiatives, e.g. event planning

Meetings may be called by any member of the Committee.

Meetings may also be called by the Executive Director(s).