

L'ARCHE AVALON INC.

TERMS OF REFERENCE

COMMITTEE NAME: *Fundraising Committee*

Committee Mandate and Tasks

Summary Role:

- Attracting donors
- Writing and submitting grant proposals and applications
- Raising money through various activities
- Cultivating relationships with donors

The Committee will, in collaboration with the Finance Committee, review the fundraising requirements of L'Arche Avalon and identify and pursue potential sources of funding to meet those requirements.

Committee Chair

The Chair of the Committee will be selected from and appointed by the Board of Directors.

Committee Membership

The Chair will recruit from the membership, persons who are interested in serving on the Committee, or any Sub-Committee.

The Chair will liaise with the Chair of the Finance Committee.

The Committee Chair may recruit to the Committee, or to any Sub-Committee, additional persons who are interested in serving on the Committee.

The Chair of the Board is an ex-officio member of the Committee and may attend meetings of the Committee in that capacity.

Member Term of Office

Appointments to the Fundraising Committee will be for a one-year term and may be renewed annually.

Sub-Committees

The Sub-Committees of the Fundraising Committee include the following:

1. Small Projects Sub-Committee: responsible for crafts, card making and other small projects.
2. Larger Projects Sub-Committee: responsible for yard sales, online auctions and other similar projects.
3. Building Project Sub-Committee: responsible for the writing and submitting of grant proposals and applications.

Committee Meetings

The Committee will meet at least semi-annually, and the Sub-Committees will meet as necessary to accomplish the goals of the Sub-Committee for that year.

All members of the Committee, or the Sub-Committees, will be notified sufficiently in advance of meetings of the Committee or the Sub-Committees.

Committee members will practice honest and respectful communications at meetings so that when conflict or differences of opinion arise, they are ready to handle these situations with transparency, respect and co-operation.

Quorum

Decisions and recommendations of the Committee or Sub-Committees may be made only when there is a numerical majority of the member of the committee or sub-committee participating in the meeting, either in person or by electronic participation.

Finances

Any requests for funding over the allotted budget related to activities of the Committee or Sub-Committees will be forwarded to the Board for approval.

Committee Reports

The Committee Chair will report in writing to each Board meeting on the activities of the Committee or Sub-Committees since the last Board meeting.

Committee Reports will be emailed to Board members at least three days before a regularly scheduled Board meeting. Reports should be clear and succinct.

All decisions and recommendations made by the Committee will be reported to the Board for approval or adoption.

The Committee Chair will provide the Chair of the Board with a written annual report for inclusion in the Annual Report of the Community.

Annual Evaluation

The Committee will hold the Community Mandate and its Principles in mind when conducting its work.

The Committee will review its mandate each year and evaluate how well the mandate has been met over the year. A written report of the review and evaluation will be sent to the Board with the committee's annual report, along with any recommendations for changes to the Committee mandate or Terms of Reference.