

# **Calgary Sexual Health Centre Society Fund Development Committee Mandate**

## **GENERAL**

The Fund Development Committee ("Committee") is a committee of the Board of Directors of the Calgary Sexual Health Centre (the "Society" or the "Centre"). The primary function is to assist the Board in carrying out its responsibilities by championing philanthropy for the Society; providing review and recommendations on fund development related issues, policies and plans; and actively promoting and seeking the engagement of funders, donors and sponsors in supporting the work of the Centre. This Fund Development Committee Mandate complements and clarifies the duties of the Board as laid out in the Board of Directors' Mandate.

## **CONSTITUTION AND COMPOSITION**

### **Committee Reporting and Composition**

- The Committee shall report to the Board.
- The Committee shall consist of not less than three directors of the Board and may also an unrestricted number of non-Board members recruited from the community.
- The CEO is ex officio a member of all committees of the Board.
- At the request of the Committee, certain directors, staff members and others may attend Committee meetings on an ad hoc or regular basis.

### **Committee Membership**

- Committee members shall be appointed from time to time by the Board, and may be removed or replaced at any time by the Board.
- Where a vacancy occurs at any time in the membership of the Committee, it may be filled by the Board.

### **Committee Chair**

- The Board Chair will recommend an independent director to act as Committee Chair to the Board for approval.
- The Committee Chair presiding at any Committee meeting shall have a casting vote.
- If the Committee Chair is unavailable or unable to attend a Committee meeting, the Committee Chair shall ask another member to chair the meeting, failing which, a member of the Committee present at the meeting shall be chosen to preside over the meeting by a majority of the members of the Committee present at such meeting.

### **Committee Meetings**

- The Committee shall meet at least four times a year at the call of the Committee Chair.
- In addition, a meeting may be called by the Board Chair, the CEO or any other member of the Committee.
- Committee meetings may be held in person, by means of telephone, by electronic means or by a combination of any of the foregoing.
- A majority of Committee members present in person, by telephone, by electronic means or by any combination thereof shall constitute a quorum.

- Notes shall be made available to all Committee members by electronic means.
- The full Board shall be kept informed of the Committee's activities by a short written report following each Committee meeting.

## **SPECIFIC RESPONSIBILITIES**

### **Ongoing Basis**

- Review and recommend Board approval of fund development related policy.
- Provide strategic guidance and oversight to fund development program and make recommendations to Board as appropriate.
- Support the Centre's fund development program through active participation in the identification, cultivation, solicitation and stewardship of donor prospects for the Centre's annual fundraising program and/or specific projects identified in the organization's fundraising case for support.
- Provide volunteer leadership and solicitation of sponsors, donors and ticket purchasers for identified fundraising event(s) for Society.
- Promote third party fundraising efforts to benefit the Centre through personal network and to identified prospects.
- Champion and participate in the delivery of donor acknowledgement and stewardship activities to thank, engage and retain donors in the mission of the Society.
- Identify any fund development education and training needs for Committee and Board members.
- Act in an advisory capacity to the Board and CEO on fundraising opportunities, market trends, sector challenges and regulatory compliance issues relating to fundraising.
- Monitor, report and make recommendations on fundraising results including variances to budget.

### **Annual**

- Review and recommend Board approval of the Society's fund development plan.
- Review and recommend Board approval of the Society's fundraising policies.

The duties and responsibilities of a member of the Committee are in addition to those duties set out for a member of the Board of Directors.