

# FUND DEVELOPMENT ADVISORY COMMITTEE

## TERMS OF REFERENCE

### Mandate

The **Fund Development Advisory Committee** will play a vital role in ensuring that the Calgary French School Endowment Society's fundraising goals are achieved. This committee is also responsible for the identification of potential sources of funding and initiating relationships with potential donors and ensuring that present and future relationships with these donors are cultivated and maintained. Specifically the Committee will:

- Identify sources of revenue.
- Identify short and long term fundraising strategies.
- Engage in donor prospecting / cultivation / solicitation and stewardship activities designed to secure major gifts from individuals, corporations and foundations.
- Prepare grant proposals.
- Oversee capital fundraising programs.
- Oversee fundraising events.
- Conduct annual and planned giving programs.
- Oversee the creation and implementation of donor recognition programs.
- Oversee the implementation and maintenance of fundraising policy and procedure.
- Prepare and distribute fundraising collateral materials (in conjunction with the Joint Marketing and Communications Committee).
- Engage in general community relations activities.

### Authority

The Fund Development Advisory Committee has the authority to make recommendations to the Board, but may not make decisions on behalf of the Board. This committee shall annually review its terms of reference and recommend to the Board any required changes. The Fund Development Committee shall be responsible to and shall report to the Board of Directors of the Calgary French School Endowment Society.

### Composition

Since outside expertise and consultation with certain stakeholders of the community is desired, all committee members need not be a Director of the Board, but must be a member of the Endowment Society. At least two Directors of the Endowment shall comprise this committee. A prospective member of this committee, who is not a member of the Endowment Society, may be voted in as a member by special resolution of the Board. Staff members may include the CFIS webmaster, and CFIS's Business Manager. Staff are ex-officio members of this committee since they are not technically members of the Society according to the By-Laws. The Chair of the Board, the Chairs of any major fundraising events and the Chair of the Joint Marketing and Communication Committee are also members of this committee.