



## Example: Terms of Reference – Fundraising Committee

Note: This document is provided for information purposes only. Health professional associations making use of this resource should revise and modify it for use in their specific circumstances.

[The Association of Ob/Gyn of XXX]

[ADDRESS]

### TERMS OF REFERENCE

#### Fundraising Committee

Approved:
Reviewed:
Revised:

#### PURPOSE:

Assists the Board/Executive Committee in the planning, coordination and implementation of all fundraising activities in support of the programmes, projects and activities of the association.

#### OBJECTIVES:

- Develops the fundraising strategy for the association
- Implements, monitors and evaluates the fundraising strategy once it is adopted
- Identifies and maintains a list of existing and potential sponsors and funders
- Assumes leadership for the development of project proposals to submit to potential sponsors and funders
- Assumes the lead for certain fundraising activities, such as the annual fundraising dinner and dance, etc.
- Manages interactions with sponsors/funders: obtaining funds or in-kind services, thanking sponsors/funders in writing and acknowledging sponsors/funders in Board meetings and at annual general assemblies

#### COMMITTEE COMPOSITION:

- One to two members of the Executive Committee, of which one will assume the Chair
- One to two other association members, preferably with experience in fundraising
- The Executive Director/Chief Executive Officer (if the association has an Executive Director/Chief Executive Officer)

#### MEETINGS:

The Committee will hold a minimum of four meetings a year. Additional meetings may be held at the discretion of the Chair and following a consultation with the President.

#### REPORTING RELATIONSHIP:

The Committee reports to the Board/Executive Committee of the association.