

Shelbourne Community Kitchen Fundraising Committee

TERMS OF REFERENCE

(last revision: May 30, 2019)

Purpose:

The purpose of the Fundraising Committee is to assist the Shelbourne Community Kitchen in the planning, coordination and implementation of all fundraising activities in support of the projects and activities of the organization.

Responsibilities:

1. Identify potential donors and sponsors.
2. Make recommendations (to administration team) and help to develop best practice for donor relations and donor correspondence.
3. Provide information to the Administration committee about fundraising opportunities to inform a fundraising calendar.
4. Liaise with the Treasurer regarding fundraising goals prior to establishing annual budgets.
5. With the help of the Board's committee rep, ensure that fundraising goals and activities are coordinated with the Shelbourne Community Kitchen's strategic plan, annual budget and annual action plans.
6. Develop, implement and monitor annual fundraising strategies.
7. Approve and support third party fundraising activities.
8. Work on grant writing and funding applications with staff and Board members.

Committee Composition:

- A minimum of one board member, a representative from the Communications Committee and volunteers.
- Required Committee roles are Chair and Recording Secretary.

Meetings: The Committee will normally hold monthly meetings.

Reporting relationship: The Fundraising Committee will submit a report to the Board of Directors for monthly meetings. The Fundraising Committee will submit an annual report for Shelbourne Community Kitchen Annual General Meeting package.

Terms of Reference Revisions: The terms of reference will be reviewed annually by the Fundraising Committee and can be revised whenever deemed necessary. Terms of reference and subsequent revisions shall be approved by the Board of Directors.