

NEW BRUNSWICK HOSPICE PALLIATIVE CARE ASSOCIATION

Terms of Reference Fundraising Committee

Authority:

This committee is accountable to the NBHPCA Board and is governed by the by-laws of the NBHPCA and its Board of Directors.

Purpose:

To assist the NBHPCA in planning, coordinating and implementing fundraising activities in support of the programs and activities of the organization

Function:

- To implement, monitor and evaluate fundraising strategies
- To identify and maintain a list of existing and potential sponsors and funders
- To assume leadership in developing project proposals to submit to potential sponsors
- To manage interactions with sponsors by obtaining funds or donations
- To thank sponsors in writing

Membership:

Directors can serve no more than 2 consecutive terms (each term shall be for 2 years). After 2 years, they shall be eligible for re-election (Bylaws 9.4; 9.5(b)).

Membership shall include representatives from across the Province to ensure sponsors and donations can be obtained.

Meetings:

An agenda will be available at each meeting.

Minutes will be kept of all meetings.

A report of the meeting will be presented at the next Board meeting.

Meetings will be held every two months with additional meetings as needed

Quorum:

No business shall be transacted at any meeting of the Association unless a quorum of members is present at the commencement of such businesses and such quorum shall consist of 1/3 of the members (Bylaw 8.5).

Developed and Approved by NBHPCA Fundraising Committee
Reviewed and Approved by NBHPCA Board of Directors

December 2017
May 2, 2018