

Fundraising and Engagement Committee Terms of Reference

Review/Amendment dates: May 2023, May 2025

Next scheduled review: May 2026

Purpose

The Fundraising and Engagement Committee is responsible for developing, implementing, and evaluating fundraising and engagement strategies to support the Clinic's mission. It is the Committee's goal to ensure that the Clinic has sufficient funding to meet community needs within its mandate and strategic plan, including by exploring supplemental and/or new areas of funding. The Committee will foster community relationships, enhance donor engagement, and promote new initiatives that align with HCLC's values and objectives.

Composition of Committee

This Committee shall have up to 5 board members plus the Chair of the Board as an *ex officio* member.

This Committee may create an *ad hoc* committee based on fundraising needs and priorities, with up to three community members selected according to the Board's policy on selection of community members for a board committee.

The Executive Director or their designate shall be the staff support to this committee.

Roles and Responsibilities

- Discuss fundraising ideas and opportunities;
- Make recommendations to the Board on reserve fund parameters and use;
- Identify potential community and government grants;
- Review Clinic services and priorities, including special projects, that could benefit from additional resources;
- Review the Clinic's yearly surplus (i.e., the portion of LAO funding not spent in a fiscal year) and provide recommendations to the Board regarding proposals to LAO for its possible use;
- Create an evaluation framework to assess the Committee's effectiveness based on selected measures and targets; and
- Support the board to operate in compliance with fundraising-related legislation (e.g., the *Income Tax Act* and requirements of registered charities).

Accountability and Reporting

The Fundraising Committee is accountable to the full Board of Directors. Minutes of meetings will be kept and filed with board minutes.

Meetings

The Fundraising Committee shall meet four times a year to ensure that funding opportunities, which are beneficial to both the Clinic and members of the community, are explored. Decisions will be made by consensus where possible, or by majority vote if necessary.

Timeline

The Fundraising Committee is a Standing Committee of the Board and shall be constituted within a month of the AGM.

Until such an appointment, the Committee continues to operate with those members most recently appointed (i.e., the term of membership and committee work continues uninterrupted until a new set of members is declared).