



Governance Policies and Procedures
 Committee of the Board of Directors – Terms of Reference

Committee:	Fund Development
Overall Purpose:	The purpose of the Fund Development Committee (FDC) is to enhance the capacity of the Cancer Assistance Program (CAP) to achieve its mandate. The FDC assists the Board of Directors in the development and oversight of an integrated fund development strategy. Additionally, in cooperation with the Executive Director, Committee members act as advocates, champions and ambassadors of the organization.
Key Duties and Responsibilities:	<p>The FDC contributes expertise, human resource capacity and regional perspectives to the development and successful facilitation of CAP’s fund development strategy. In general, this involves:</p> <ul style="list-style-type: none"> ➤ actively assisting the Executive Director in fulfilling fundraising objectives and tasks identified in the Strategic Plan ➤ contributing to the annual plan development, implementation and evaluation to confirm that objectives are being met and desired results are being achieved ➤ providing advice and assistance to the Executive Director with respect to corporate sponsorships and private source fundraising activities ➤ serving as an important bridge or link between CAP and valuable networks throughout the community, exposing new opportunities for supportive partnerships and resource development ➤ collaborating with the Marketing and Communications Committee (MCC) around the development of collateral required in order to seek and secure funds ➤ providing input to policy development and evaluation ➤ having a presence at a minimum of two events hosted by CAP throughout the year and supporting the Executive Director with third party event appearances when a CAP presence is requested
Exclusions to Responsibilities (as noted within the Board By-Law)	<p>The Board of Directors may delegate to any Committee comprised entirely of Directors any of the powers of the Directors other than the following powers:</p> <ul style="list-style-type: none"> ➤ to submit to the Members any question or matter requiring the approval of the Members ➤ to fill a vacancy among the Directors ➤ to fill a vacancy of the Corporation’s accountant ➤ to appoint additional Directors ➤ to issue debt obligations except as authorized by the Directors ➤ to approve any annual financial statements ➤ to adopt, amend or repeal by-laws; or ➤ to establish contributions to be made, or dues to be paid, by Members.
Decision Making	➤ Decisions are made by consensus
Composition:	<ul style="list-style-type: none"> ➤ Executive Director ➤ At least two members of the Board of Directors, one of whom assumes the Chair position ➤ Up to two members of the community-at-large, screened and invited to

	<p>sit on the Committee by the Committee Chair in collaboration with the Executive Director</p> <ul style="list-style-type: none"> ➤ Community members must be at arm's length from board and agency staff ➤ Additional expertise may be called upon to advise on specific issues, as required
Accountability:	The FDC is accountable to and reports to the CAP Board of Directors via the Committee Chair. The Chair, in collaboration with the Executive Director, prepares written reports for inclusion in board packages and verbally reports on the same.
Confidentiality:	All information obtained through participation on the FDC is to be kept in strict confidence. All committee members are required to sign a Confidentiality Agreement.
Resources:	The FDC is supported by the Executive Director and the Program Assistant (whose role includes fundraising support).
Time commitment:	<ul style="list-style-type: none"> ➤ At least four meetings/year ➤ Meeting length typically up to two hours in length but determined by Committee members and as determined by the agenda ➤ Dates, times and meeting location will be determined by the Committee members ➤ Additional meetings may be called at the discretion of the Committee Chair
Term:	<p>Members of the Board of Directors</p> <ul style="list-style-type: none"> ➤ three years, appointed or elected annually at the Annual Meeting ➤ term may be renewed once for a total of six years <p>Members of the community-at-large</p> <ul style="list-style-type: none"> ➤ two year term ➤ term may be renewed once for a total of four years <ul style="list-style-type: none"> ○ Renewal of term based on attendance and performance
Specific Annual Objectives:	Determined upon approval of the Strategic Plan.
Reports and Target Dates:	<ul style="list-style-type: none"> ➤ Fund development strategy for the following year completed by October 30th the year prior with a report on the same at the November board meeting. ➤ A report on the successful completion of annual objectives for the year prior presented at the February board meeting ➤ Additional reporting to be detailed upon approval of the Strategic Plan.
Review and Evaluation Process:	<ul style="list-style-type: none"> ➤ A report on the successful completion of annual objectives for the year prior prepared by the FDC and presented at the February board meeting ➤ An annual review of the Committee Terms of Reference during the March board meeting

Approval Date:	<i>October 2015</i>	Review Date:	
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