

HealthBridge Fundraising Committee – Terms of Reference (2017)

Mandate

The purpose of the Fundraising Committee is to ensure and contribute to strategic and well planned fundraising initiatives that contribute to HealthBridge Foundation of Canada achieving its mission

Responsibilities of the committee

- To provide guidance to developing and implementing a Fundraising Strategy aligned with the strategic objectives of HealthBridge
- To identify potential sources of funds
- To develop and approve an annual action plan that defines the approach for each sources of revenues, the timeline and the stakeholders (assignment), and specific fundraising targets
- To assist in the implementation of fundraising activities
- To ensure communication of fundraising activities within the organization
- To take an active role in raising awareness among Board members to enhance their role in fundraising
- To explore opportunities for enhanced public relations and fundraising
- To review annually the performance of the action plan and implement corrective actions if necessary
- The Fundraising Committee reports to the Board of Directors
- Attend at least 50% of monthly meetings

Membership

The Fundraising Committee is composed of 5 to 7 members, including:

- Board member as Chair
- Administrator
- Director of Partnerships and Engagement
- Board members or volunteers

Members of the Fundraising committee are selected for their experience in Fundraising or Public Relations, as well as for their connections with different networks (individual, foundations and businesses).

Roles of members

The members participate to different ways to support the mandate of the Fundraising committee:

- Strategic planning
- Public relations and communication

- Events organization & participation
- Research (identification of prospects and partners)
- Professional development training
- Access to organizations and networks
- Representation of HealthBridge
- Outreach
- Fundraising