

HealthBridge Foundation of Canada needs YOU! We are an international NGO that relies on the passions and generosity of our funders and donors to support our vision of improving health and health equity with our partners, through research, policy and action worldwide.

Our committee is comprised of a group of passionate people who support our global health programming. And we're now looking for members who have some knowledge in resource development, event organizing or who can help us develop partnerships with like-minded groups / individuals.

Our fundraising committee is an excellent opportunity to practice your fundraising creativity! We're looking for members to contribute skills to our individual giving program, fundraising events and proposal writing.

Leverage your personal or professional networks, practice your event planning skills, and help get people excited about healthy babies, good nutrition and public spaces!

The committee convenes once every 3 months, and members are expected to attend in Ottawa or online at least 75% of those meetings.

**A Fundraising Committee Member must have:**

- Enthusiasm for HealthBridge's mission.
- The ability to commit approximately 3-4 hours a month (including meeting attendance).
- The ability to attend 75 percent of committee meetings.
- An understanding of basic fundraising principles.
- A willingness to advocate for the organization or a fundraising campaign within your network, and to act as a positive community ambassador.

In addition, a Fundraising Committee Member would ideally have some of the following:

- Event planning experience
- Fundraising campaign experience
- Non-profit volunteer experience

Note - we're also interested in members who are looking to develop any of these skills. Our next committee meeting is in April 2019. For more information on HealthBridge Foundation of Canada, please visit our website: [www.healthbridge.ca](http://www.healthbridge.ca). For more information on our Fundraising Committee, please read our **Fundraising Committee Terms of Reference** document below.

If you are interested in becoming a volunteer committee member, please email a brief statement of your interest and CV to: Alyssa Blais, Director of Partnerships & Engagement at: [ablais@healthbridge.ca](mailto:ablais@healthbridge.ca)

We're looking forward to hearing from you soon!

## HealthBridge Fundraising Committee – Terms of Reference

### **Mandate**

The Fundraising Committee supports strategic and well planned fundraising initiatives that enable HealthBridge Foundation of Canada to achieve its mission. The Fundraising Committee reports to the Board of Directors.

### **Responsibilities of the Committee**

- To guide the development and implementation of a Fundraising Strategy aligned with the strategic objectives of HealthBridge;
- To identify potential sources of funds;
- To review and approve an annual action plan that defines the organization’s approach to achieve key targets in various fundraising streams;
- To assist with the organization and implementation of fundraising activities;
- To raise awareness among Board members of fundraising activities and secure opportunities for Board engagement in fundraising;
- To explore and identify opportunities for enhanced public relations and fundraising;
- To review and provide feedback on the year-end fundraising report;
- To attend at least 75% of Committee meetings.

### **Membership**

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

- Chair (Board Member)
- Administrator (HealthBridge Staff)
- Director of Partnerships and Engagement (HealthBridge Staff)
- Board Members
- External Members

Members of the Fundraising Committee are selected for their experience in fundraising, partnership building, and/or Public Relations, as well as for their connections with different networks (individual, foundations and businesses). The Fundraising Committee meets quarterly for one hour. Members may be required to perform follow-up tasks outside of this time, and should be prepared to commit one to two hours per month to Committee tasks. Members involved in organizing and leading a fundraising event may be required to commit more time in the lead up to the event.

### **Roles of Committee Members**

Committee Members participate in different ways to support the mandate of the Fundraising Committee:

- Strategic planning, public relations and communication
- Event organization and participation
- Research (identification of prospects and partners)
- Access to organizations and networks
- Representation of HealthBridge
- Fundraising
- Outreach