

HealthBridge Fundraising Committee – Terms of Reference (2018)

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