

Literacy Council York Simcoe

## **TERMS OF REFERENCE**

### **Fund Development Committee**

#### **Purpose:**

To advise the Board of Directors on issues pertaining to a fund development plan that will result in revenues to sustain the mission of LCYS and to meet the goals of the LCYS Strategic Plan.

#### **Responsibilities:**

1. To define the roles and responsibilities of the fund development function vis a vis the Board, sub-committees, the Executive Director and staff.
2. To provide leadership, education and support to the Board of Directors on issues pertaining to fund development.
3. To develop a process for arriving at a multi-level fund development plan.
4. To create, implement and evaluate a multi-level fund development plan.
5. To recruit, support and recognize fund development volunteers, in accordance with LCYS volunteer policy.

#### **Representation:**

The committee should comprise representatives from the following areas of expertise:

1. Fund Development
2. Special Events/Hospitality
3. Corporate/ Business
4. LCYS Students
5. Community
6. Government – local, regional
7. Board of Directors
8. Executive Director and/or LCYS staff – Ex-officio capacity

#### **Accountability:**

The Fund Development Committee is accountable to the Board of Directors of LCYS through the Board representative(s).

**Chairperson:**

The Chairperson may be a member of the Board of Directors or be selected from the membership of the committee. There must be a Board member sitting on the committee who will act as liaison between the Board of Directors and the committee.

**Responsibility of Chairperson:**

With assistance from LCYS staff, the Chairperson will:

1. Serve a minimum term of one year, renewable at the Board's discretion
2. Recruit committee members with the assistance of other committee members
3. Develop agenda which reflects the Terms of Reference
4. Chair meetings
5. Act as liaison to LCYS staff
6. Present committee reports to the Board of Directors of LCYS on a monthly basis and at the Annual General Meeting (if applicable)
7. Provide all other committee chairs and the Executive Director with the agendas and minutes of each meeting to facilitate information transfer

**Task/AdHoc Sub-Committees:**

From time to time, task/adhoc sub-committees may be struck for the purpose of addressing specific issues or accomplishing specific goals. To ensure continuity and communication, each task/adhoc sub-committee will include at least one Committee member(s).

**Schedule of Meetings:**

The Committee will meet monthly, or at the call of the Chairperson; task/adhoc sub-committees will meet as necessary.

**Review Process:**

These Terms of Reference will be reviewed on an annual basis.