

Science Atlantic Fundraising Committee Terms of Reference

(Approved, August 15, 2024)

Mandate:

The mandate of the Fundraising Committee (the Committee) is to provide oversight and report on all matters relating to fundraising activities aimed at supporting the organization's financial needs. The Committee is responsible for developing and executing fundraising strategies, evaluating the effectiveness of fundraising initiatives, and making recommendations to the Board on fundraising goals and priorities.

Purpose:

The purpose of the Committee is to assist the Board and Executive Director in providing oversight relating to fundraising activities, strategies, and plans.

Responsibilities:

The Committee is responsible for advising the Board on all fundraising matters relating to Science Atlantic, including but not limited to:

- Developing fundraising strategies.
- Identifying fundraising sources.
- Organizing fundraising activities.
- Aiding in proposal/grant writing.
- Establishing and maintaining sponsor relationships.

Reporting:

- The Committee is a standing committee of the Board.
- The Committee reports its activities to the Board no less than quarterly.

Authority:

- The Committee shall have access to all documents, records, and resources necessary to carry out its responsibilities
- The Committee determines the types of funding that are appropriate for the organization
- The Committee, through the Executive Director, may delegate tasks to staff, depending on staff availability, the Committee can recommend to the Board that funding be declined if it does not fit with established policies.

Membership:

- Two to three Board Directors
- Other members as the Committee may see fit
- Executive Director (non-voting)

Members are appointed by the Board. Appointments are for a two-year term, renewable.

Commitment:

Approximately 3-5 hours per two months

- The Committee meets virtually four to six times a year, and in person, as needed. Members are expected to make every effort to attend all meetings.
- Members are expected to review all materials prior to meetings and be prepared to discuss agenda items.
- Members will make their best effort to contribute to the fundraising goals of Science Atlantic by assisting with any fundraising, proposal/grant writing, sponsor/funder identification, and cultivation.
- Meeting agenda and minutes will be prepared and distributed by the Committee Chair; when available, Science Atlantic staff will provide support.
- Minutes and meeting materials will be archived by Science Atlantic staff.

Review of these Terms of Reference:

These Terms of Reference shall be reviewed by the Committee every two years or more frequently as needed. Changes will be brought to the Board for approval.

Effective Date:

These Terms of Reference are in effect as of _____, 2024.