Terms of Reference	1.07
Committee:	Fund Development
ISSUING AUTHORITY:	Community Foundation of Portage and District Inc.
APPROVED:	May 21, 2013
LAST REVIEWED:	April 2025
NEXT REVIEW:	April 2028

The Fund Development and Promotions Committee is a standing committee. Its primary focus is the growth and development of various fund categories thereby enabling the Foundation to make donations back to the community in perpetuity. The committee will accomplish this through effective marketing, communication, organization of public events and donor engagement strategies.

Membership
The committee is to consist of a minimum of three Board members one of which shall be appointed chair, plus 1-2 community volunteers, selected by the Executive Committee and approved by the Board. The Executive Director may attend committee meetings as an ex-officio nonvoting member.

Term of Office
One-year term, reviewed annually by the nominating committee. Terms will be reviewed/renewed based on the individual's expertise, skill set & experience in this individual area. Turnover of committee member(s) is to occur in a fashion that maximizes corporate memory.

Community volunteer members can serve a maximum of nine years.

Duties and Responsibilities
- To engage in the strategic planning process specifically with regards to developing and enhancing the various funds held by the Foundation.
- To develop new funds and funding initiatives to assure continuous growth.
- To develop an annual marketing and public relations plan.
- To plan and implement at least one major fund development event per year.
- To develop marketing material that effectively establishes and profiles the Foundation's "brand" in the community.
- To ensure uniformity in all communication materials for the Foundation.

- To assist the Executive Director with potential donors, with the provision of informative materials.
- To review on a three-year cycle and develop as needed, terms of reference and policies required to fulfil the committee's mandate and report the recommendations to the Board for decision/disposition.

Reporting

The committee reports to the Foundation Board.

Items that must be brought to the attention of the Foundation Board include:

- Any matter of policy, or of a substantive nature, which may affect the rights and privileges of the Board as a whole.
- Any other matter in which the chair desires Board consideration.

Meetings

Meetings are to be held a minimum of three times per yearly cycle, at the discretion of the chair.

A quorum shall be considered the presence of three voting members of the committee.

Reference: TOR 1.01 Executive Committee