**Lanark County Community Justice (LCCJ)**

**Fundraising Committee**

**Terms of Reference**

**Role of the Fundraising Committee**

*The Fundraising Committee (the Committee) will advise the Board on fundraising issues, trends and opportunities and seek approval on fundraising plans and strategies.*

The Committee is responsible for:

1. Raising funds for LCCJ from a variety of sources, including:

* Community fund-providing organizations (clubs, churches, municipalities, courts etc.);; Businesses and Corporations; Justice Partners (Crown, Police and Lawyers); and Foundations
* Events (golf tournament, concerts, dinners etc.)
* Individual donors (one-time, monthly, program sponsorship etc.)

1. Developing and supporting key planning documents for Board approval, including:

* A Three (3) Year Fundraising Plan which supports the LCCJ Strategic Plan
* An annual plan which includes a calendar of specific fundraising objectives, initiatives, and strategies
* Annual fundraising targets to the Finance Committee for use in developing and monitoring the LCCJ budget

1. Identifying, establishing and maintaining ongoing and innovative fundraising mechanisms such as:

* Monthly giving, endowment funding, web and social media strategies, and others
* Coordinating group and individual outreach for fundraising purposes
* Organizing and delivering events
* Maintaining an annual fundraising expense budget to:
* Launching donor acquisition and retention strategies, and
* Ensuring donor records are maintained
* Supporting the ED in identifying and applying for new program funding

1. Providing advice, support, and input to LLCJ Corporate budgets, documents, and policies, such as:

* Providing timely input and guidance as requested to AGM planning, the LLCJ Strategic Plan, and the LCCJ Annual budget
* Reviewing the Committee’s Terms of Reference every second year in June and submitting changes for Board approval
* Ensuring the Committee’s non-Board and non-staff members adhere to the LCCJ Conflict of Interest Policy

**Conduct of the Committee**

Membership

* A minimum of three (3) Board members will sit on this committee of which the Board will appoint one as Chair
* Other community volunteers with an interest in fundraising will make up the balance of the committee
* While serving ex-officio, the Executive Director is a key member of the committee and will be the contact point for many of the requests for grants and other fundraising initiatives
* Placement students will attend as observers and may participate in the discussions
* Other people may be approached to bring specific expertise to this committee as observers when needed

Meetings

* Meetings will be called by the Chair up to (10) ten times a year, and as needed
* The Chair may create and terminate working groups of the Committee to support key initiatives that require more hands-on attention
* Quorum is deemed to be achieved at a meeting when 50% or more of the members are present and at least one of those present is a Board member
* Decisions will be made by consensus (agreement of most of the members with minority objections as a result of discussion)

Reporting

* The Chair will report to the Board on fundraising business at the Board meeting that follows each committee meeting.
* Committee meeting minutes will be posted on the LCCJ website.
* The Chair will work with the Finance Committee in the development of the annual fundraising budget and the 3 Year Fundraising Plan
* The Chair will update the Board on the annual fundraising budget
* The Chair will report annually to the Board on progress on the 3 Year Fundraising Plan