



## Fundraising & Events Committee Terms of Reference

### **Purpose:**

The Fundraising and Events Committee is a standing committee at Big Brothers Big Sisters of Waterloo Region (BBBSWR). Its overall responsibility is to be a strong resource for agency financial health and sustainability.

### **Expectations:**

- Proactively support and promote the mission and values of BBBSWR.
- Attend scheduled Fundraising and Events Committee meetings.
- Actively participate in Fundraising and Events Committee discussions and strategies.
- Help to build, manage, and track financial targets of the committee.
- Address gaps in traditional funding sources and event shortfalls to ensure a sustainable pipeline.
- Work collaboratively with the Resource Development team to achieve desired results.
- Update all shared documents on a regular basis to ensure information is current.
- Help recruit new members for the committee who are passionate about our cause.

### **Specific Areas of Responsibility:**

- Assist in meeting the agency's Fundraising and Events Committee's target for the fiscal year.
- Research and identify prospects and engagement strategies.
- Help develop relationships with prospects (ie. event participants, sponsors, corporate and individual gifts)
- Assist in the outreach to potential event sponsors, donors and key event participants.
- Help develop and maintain fund development action plans to meet and exceed revenue expectations.
- Assist with the implementation of annual fund development action plans.
- Facilitate the transfer of donor relationships to BBBSWR staff person. Staff persons maintain donor relationships to ensure ongoing continuation of the partnership.
- Act as an agency ambassador who can convey BBBSWR outreach materials to new and existing partners.

### **Chair:**

The Chair ideally is a director of the BBBSWR board. The Chair shall monitor and oversee the results of the committee and ensure the pipeline is addressing the financial needs of the agency. The Chair is responsible for ensuring all members of the committee are meeting targets and participating in building and sustaining the pipeline.



**Committee Membership:**

The committee will be comprised of community members, Board Members, and the Resource Development team. The Board Chair and agency CEO are ad-hoc members of the committee. All members are subject to a one-year renewable term.

**Meetings:**

Meetings for the committee will be held virtually or in-person at the direction of the Chair or the Resource Development team. Updates and documents will be shared in a common portal [such as Google drive or Teams].

**Communication with the Board:**

The Chair will provide a monthly or quarterly update for the Board of Directors. Annual fund development action plans and year end reports will be submitted to the Board.

For inquiries or to apply, please contact Katie at [kathryn.ruzycki@bigbrothersbigsisters.ca](mailto:kathryn.ruzycki@bigbrothersbigsisters.ca) or at 519-745-0810 ext. 203.

***In accordance with our National Standards and policies this position requires:***

- *a completed application form*
- *a recent, valid Police Record Check\**
- *a signed Oath of Confidentiality and Committee Expectations- Terms of Reference*

*\*Your application is conditional upon: a clear police check, no criminal record, no criminal charges and no criminal convictions*