

# MEDICINE HAT & DISTRICT HEALTH FOUNDATION

<b>Policy and Procedure Manual</b>	Title: <b>Development Committee - Terms of Reference</b>	
	Section: <b>Committees</b>	Reference Number: II.2019.001

## PURPOSE

The purpose of the Development Committee is to ensure that the Medicine Hat & District Health Foundation's integrated development program is consistent with the Foundation's mission and strategic direction.

- The committee serves as the mechanism by which Board Members and other volunteers are involved in development initiatives of the Medicine Hat & District Health Foundation, including fundraising, marketing, stewardship and evaluation activities.
- The Committee is charged with focusing the Foundation and the Board on philanthropy and stewardship.
- The Committee is charged with increasing visibility and recognition of Medicine Hat & District Health Foundation amongst stakeholders within the community and engaging the Board in disseminating the organization's messages.

## DUTIES:

The Development Committee, while respecting the responsibility of staff to manage the organization, will work diligently to support their efforts and shall draw on the expertise of Board Members, external professionals, community members and other stakeholders.

The Committee shall:

1. Actively participate in the development of short and long range plans for the Foundation's revenue development activities.
2. Assist Foundation staff in the identification of new revenue development opportunities.
3. Assist Foundation staff in strengthening revenue development operations by reviewing and evaluating same.
4. Support the staff in implementing marketing and communications plans by reviewing and evaluating same.

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5. Provide advice and counsel on fundraising initiatives.
6. Actively participate in the fundraising process.
7. Participate in donor recognition activities.
8. Actively represent the Foundation, its Mission, Vision, Values and Goals to the community.
9. Develop goals to ensure the productivity and value of the Committee is measureable.
10. Perform other related tasks as determined from time to time.

## **ACCOUNTABLE TO:**

The Committee shall be accountable to the Medicine Hat & District Health Foundation Board of Directors.

## **COMMITTEE MEMBERSHIP:**

- Up to four (4) members of the Board of Directors
- Non-board community members
- Chair, Board of Directors (ex-officio)
- Executive Director Medicine Hat & District Health Foundation (ex-officio)
- Other Foundation staff, as appropriate (ex-officio)

## **TERM OF OFFICE:**

- Development Committee members are limited to serve two (2) terms maximum and will be appointed by the Board of Directors.

## **MEETING SCHEDULE:**

The Committee shall meet regularly, at least four times per year, and at the call of the Chair.

## **CIRCULATION OF MINUTES AND REPORTING:**

Minutes from each meeting shall be prepared and circulated to the Committee Members. The Co-Chairs will report at least annually to the Foundation Board of Directors.

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## **ADHOC COMMITTEES:**

Committees for various marketing and fundraising initiatives will be created and disbanded as appropriate. Foundation staff will report on behalf of any adhoc committees to the Development Committee.

## **AUTHORITIES:**

1. Oversees the development and implementation of the Integrated Development Plan and makes a recommendation to the Board for its consideration.
2. Recommending the optimal (highest and best use of resources) alternative to the Board for consideration after researching, gathering information, developing and evaluating marketing, fundraising and stewardship opportunities.

## **Signatures/Approvals:**

<u>Brent Fisher</u>	<u>Board Chair</u>	<u>September 2019</u>
Name	Title	Date

<u>Heather Bach</u>	<u>Executive Director</u>	<u>September 2019</u>
Name	Title	Date