



POLICY TO GUIDE THE FUNDRAISING COMMITTEE

Draft Date: December 14th 2016

Accountability: Sickle Cell Disease Association of Canada

Responsibility: President/Executive Director

Approver: Sickle Cell Disease Association of Canada-Management

Approval date:

Revisions:

Current Revision: March 3rd 2017

Review: Annually/As necessary

Overview:

In an effort to maximize the performance of the Association, the fundraising committee (FC) must be chaired by an individual who have both generic attributes and specific skills to support the full scope of the responsibilities of the committee. The FC is one of the most important committees of the SCDAC/AAFC and responsible for planning and implementing its fundraising initiatives

Generic Attributes:

- a. Honesty and integrity
- b. Commitment to and interest in Fundraising
- c. Understanding of SCDAC's governance documents- By-law, Policies, Articles, Strategic Plan
- d. Timely execution of goals
- e. Effective leadership skills – successful engagement of committee members
- f. Efficient communication skills
- g. Timely reporting to the Executive Director.

Type of Committee/Reporting Relationship: Management Committee

The FC is part of the management of the association; reports through its chair to and works closely with the President/Executive Director of SCDAC/AAFC. The Executive Director takes part in determining the thrust of fund-raising activities and supervises strategies and action plans



Goals

- To seek new funders
- To position the organization well in order to attract new funders
- To suggest, plan and execute the fundraising initiatives of SCDAC/AAFC.

Membership

Chair to recruit advocates with strong fundraising skills from across the country

Chairperson

Current Chairperson, TBA

The Chairperson shall be appointed by the President/Executive Director

Meetings: Committee must hold regular tele-conference (a minimum of four/year)

Responsibilities of the chair

- The chair of the FC oversees the affairs of the committee
- Schedules meetings and notifies the committee members
- Guides the meeting according to the agenda and time available
- Ensures all discussion items end with a decision, action or definite outcome; reviews and approve the draft minutes before distribution;
- Appoints a secretary/assistant for the committee to take minutes/assist as necessary
- Meets with and submits quarterly reports on the activities of the committee to the management
- The FC chair prepares and provides the Executive Director with strategies and action plans of the committee
- Reports to the Executive Director, ensures FC functions well and serves as a member of the senior management team



Function of the Committee

- Markets a very positive image of SCDAC to the general public with the dual objectives of raising awareness as well as financial capital
- Creates a registry of donor individuals, businesses, and organizations
- Works to raise SCDAC's financial funds, which are vital in the day to day operation of the organization
- Works closely with the Communication and Public Relations Committee to create and maintain internet advertising space for sponsors, donor businesses and organizations on SCDAC's main website
- Uses survey monkey and other online tools in compiling fundraising ideas and executing fundraising strategies

Vacant Position: Vacant positions may be filled by the chair of the committee

Additional Notes:

This committee will work closely with the other committees of the SCDAC/AAFC especially the communication committee

Amendments: The terms of reference shall be reviewed annually from the date of approval. It may be altered to meet the current needs of the committee members, by agreement of the President/ED and Management team of SCDAC/AAFC