



## FUNDRAISING COMMITTEE

### OF JAZZ.FM91 INC.

#### TERMS OF REFERENCE

**Purpose:** Oversee the development and implementation of a fundraising model that supports the evolving vision, mission and strategic plan of JAZZFM.91 Inc. (the “Corporation”).

**Key Accountabilities:** The Fundraising Committee is accountable for the following:

1. **Fundraising Strategy** - recommends to the board for approval a fundraising strategy that includes short- and long-term financial goals, likely sources of fundraising revenue and identifies responsibility (directors, staff and volunteers) for each area; and ensures the strategy includes input of board and management and identifies leadership of initiatives
2. **Donor List** – oversees the creation and maintenance of the historical master donor list and lists for target major-donors, foundations, corporate partners
3. **Ongoing Assessment** – assesses the performance of fundraising initiatives against set goals and objectives, including the net return to the Corporation of all activities

Each member of the Committee will be expected to be active and engaged in direct fundraising and to report on assigned deliverables in a timely manner.

#### **Composition:**

Composition - The Committee shall be composed of no less than 3 members or such number as is determined by the Board from time to time, a majority of which will be members of the Board of Directors. The General Manager of the station shall be a member of this Committee.

Appointment and Term - The members of the Committee shall be appointed by the Board and each shall serve for a three year term from the date of such appointment or, in the case of a director, until the expiry of such director’s term in office, pursuant to the Corporation’s By-laws, whichever comes first, unless the individual resigns as a Committee member, is removed, or ceases to be a director.

Committee Chair - A Chair will be appointed by the Board upon recommendation of the Governance and Nominating Committee, failing which the members of the Committee may designate a Chair by majority vote.

**Access to Information** – The Committee may access management, and/or make requests to management for information necessary to carry out its responsibilities, through the General Manager of the station who is a member of this Committee.

**Meetings** - The Committee shall meet a minimum of two times annually, or more frequently as circumstances dictate. Any member of the Committee may make a request to the Chair for a Committee meeting or any part thereof to be held without management present.

In consultation with the Chair of the Board, the Committee may invite to its meetings any director, member of management or such other persons as it deems appropriate in order to carry out its responsibilities. The Committee may also exclude from its meetings any persons it deems appropriate in order to carry out its responsibilities.

**Reporting** – The Committee, through its Chair unless otherwise agreed by Committee members, will report to the Board at least once per year.

**Effective Date: July 9, 2020**