

Bill Reid Foundation
Policy Area: Process Policies
Specific: Development Committee Terms of Reference

Date Approved: October 6, 2016

Reviewed August 28, 2018

Purpose:

The Development Committee (“Committee”) is established to assist the Board in its work. The Committee’s overall purpose is to work with Bill Reid Foundation staff to plan and execute fundraising activities and provide the leadership, example, and direction to the Foundation Board of Directors in order to achieve the Foundation’s annual fundraising goals and targets.

Authority:

Develops and provides oversight on fundraising strategy and plan, and revision of policies under its purview. The Committee may from time to time seek advice and feedback from other Board Committees and members, staff and other organizations.

The Development Committee, together with the Finance Committee, sets annual fundraising targets and recommends them to the Board for approval.

Scope of Responsibilities:

1. Provide leadership to the Board of Directors, while involving and engaging individual Board members in fundraising activities.
2. In collaboration with staff, recommend appropriate yearly fundraising goals to Finance Committee for Board approval.
3. Participate in opportunities for relationship building.
4. Support fundraising activities, in collaboration with staff.
5. Be knowledgeable about fundraising policies and programs and acting as a resource to other Board members and the public.

Reporting:

The Development Committee reports to the Board of the Bill Reid Foundation.

Membership:

The Committee shall comprise a minimum of three (3) Board members:

1. A Chair who is a member of the Board of Directors.
2. Two other members of the Board.
3. The Director and CEO and Curator are ex-officio members of the Committee.
4. Where appropriate, community members will be invited to join the Committee.
Criteria for non-Board member membership includes:

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1. Gallery membership;
2. Appointment by current Board Committee members; and
3. A yearly financial contribution to the Foundation.

Committee membership will run on an annual basis.

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Committee Meetings:

1. The Committee will meet at the call of the Chair no less than six (6) times per year.
2. A quorum shall consist of not less than one third of sitting members, including the Chair.
3. Meetings will be held at a time and place determined by the Chair in consultation and agreement with Committee members.
4. The meeting agenda will be set by the Chair/Co-chair(s) in consultation with staff.
5. A recorder will be appointed to take minutes, circulate them to Committee members.