

Community Fund of North Kootenay Lake Society

**P007** CFNKLS Fund Development Committee: Terms of Reference

**Mandate:** The Fund Development Committee is a standing committee of the Board, responsible for managing the development of the CFNKLS Endowment Funds.

**Functions / Responsibilities:**

1. Develop and implement fund development strategies with targets and timelines
2. Develop promotional material and consistent language to describe the work of CFNKLS
3. Cultivate strong donor relations and facilitate donations to the Endowment Funds
4. Collect information relevant to the effective functioning of Community Foundations.

**Composition:** Membership on the Committee shall be approved by the Board. The Committee shall have a minimum of 4 members and a maximum of 8 members. The committee shall be constituted by at least 3 Board members, with the balance being CFNKLS members.

**Selection Criteria** Committee members from the Board shall be self-identified and approved by the Board. Committee members from the Society shall be recommended by the Grants Committee and approved by the Board. In selecting Committee members, the Board shall strive for geographic representation and diversity of interests to ensure that as many programme areas as possible are represented.

**Quorum:** A simple majority of the Committee members

**Terms of Office:** Committee members may serve three years plus one further three year term.

**Decision-Making:** CFNKLS Decision Making Policy (P006) applies to Policy Committee meetings.

**Date Reviewed:** December 6, 2005, by Board of Directors

**Date Authorized:** December 5, 2006

**Date Revised:** January 6, 2006