

# FUND DEVELOPMENT COMMITTEE

## TERMS OF REFERENCE

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Terms of reference should describe the scope of the committee’s responsibilities, the limits of its authority, the results it is expected to achieve, and the reporting required.

### **Mandate:**

The OLA Fund Development Committee must share the vision, mission, and values of OLA. The Committee’s mandate is to provide strategic advice and direction on OLA’s fundraising strategy. The Fund Development Committee reports to the OLA Board of Directors.

### **Responsibilities/Objectives:**

- The OLA Fund Development Committee will:
- Provide comprehensive advice on fund development;
- Provide strategic advice and direction on OLA’s fundraising strategy;
- Monitor and evaluate fundraising strategy once it is adopted;
- Identify existing and potential donors;
- Identify and communicate potential funding opportunities;
- **Approve annual disbursements as required;**
- Support OLA’s fundraising efforts;
- Communicate fundraising opportunities to stakeholders and other prospective donors;

### **Deliverables:**

- Advise and approve a work plan for annual campaign
- Launch the annual campaign, as approved by the Board
- Create fund development policies and procedures
- Identify partnerships donors to support fund development program

### **Composition:**

Committee members will include:

- **OLA President or designate**
- 2-3 Board representatives
- 1 external resource

Ex-officio members will include:

- OLA Executive Director
- OLA Director, Operations
- OLA Operations Coordinator

A quorum of three committee members is required at all meetings.

**Decision-Making:**

The Committee shall endeavor to operate by consensus. In case of disagreement, committee members shall cast votes. Decision-making is limited to providing advice and recommendations.

**Qualifications:**

OLA members who have an interest in a leadership role in fundraising. Candidates should have fundraising experience. You must be an OLA member.

**Resources and budget:** Depending on frequency of meeting will determine the budget.

**Timelines:** Every other month

**Type of Committee:**

- Standing Committee** (responsible for a specific program or function)
- Task Forces** (time-limited tasks on a specific topic)
- Action Groups** (development of a limited program or activity)

**Term of Appointment:** 2 year term with the option to renew.

