



DANCE NOVA SCOTIA FUND DEVELOPMENT COMMITTEE

Terms of Reference

Level

Ah Hoc Committee

Purpose

The Fund Development Committee is an ad hoc committee of the Dance Nova Scotia Board.

The role of the Committee is to:

- Advise the Board on any fundraising matters.
- Implement, monitor, update, and evaluate the Dance Nova Scotia fundraising strategy and plan each year.
 - o Determine possible campaign focuses based on strategic plan outline.
 - o Set yearly target for campaigns based on needs of the organization and programs chosen to be funded.
 - o Explore best options for fundraising campaigns and identify strategies to achieve targets.
- Assist in building a profile portfolio with material that can be used in fundraising campaigns.
- Build a list of DANCE services and programs that can support fundraising initiatives.
- Identify and maintain a list of existing and potential sponsors and funders.

Membership

- Chair and Secretary as decided by the Committee
- Members: The Committee will consist of, at minimum, two Board members, the Executive Director (ex-officio), the Board President, and others as decided by the Committee

Meetings

- Frequency: At least quarterly
- Quorum: 50% plus 1
- Decision Making: Consensus

Minutes

Minutes of each meeting are recorded by the Secretary or an appointed delegate and distributed to Committee members and the Dance Nova Scotia Administrative Officer.

Reporting/Relationship

The Committee chair, or a designated committee member, will present a verbal report at regular Board meetings.