BOARD COMMITTEE TERMS OF REFERENCE TEMPLATE

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| **SECTION ONE: ACCOUNTABILITY** |

The *Fundraising* Committee is accountable to the Board of Directors of Meals on Wheels London (MOWL). Its purpose is to support the fundraising needs of MOWL, provide advice and support on MOWL Fundraising plan and to take an active role in raising funds.

The chair of the fundraising committee, a MOWL Board member, will report and provide updates to the board as needed.

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| **SECTION TWO: COMMITTEE FUNCTIONS** |

The *Fundraising* Committee will be responsible for the completion of the following tasks:

* Provide a regular forum to monitor and discuss MOWL fundraising needs
* To assist in organizing and promoting MOWL fundraising events and initiatives.
* Provide oversight on MOWL’s fundraising plan and programs
* Help ensure to MOWL is adapting best practices relating to its fundraising programs
* To assist in recommending fundraising goals and strategies to the MOWL Board of Directors
* Make recommendations to help MOWL improve its philanthropic culture
* Assist in MOWL fulfilling its strategic plan

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| **SECTION THREE: COMMITTEE CHAIR** |

The chair is chosen by the committee but must be a member of the Board of Directors. The chair will be responsible for keeping the Board of Directors updated on the activities of the committee by providing updates at board meetings. As well, that all committee members are kept informed with the appropriate information and documentation with assistance from the staff member. The functions of the chair of the committee include the following:

* chair the committee meetings;
* ensure that the minutes of the committee meeting reflect the major points of discussion and record major decisions; and
* provide an opportunity for all members of the committee to participate in the discussion of the meeting.

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| **SECTION FOUR: TERMS & COMMITTEE COMPOSITION** |

Terms are on the committee are two years from the date of joining. Terms are indicated next the individual's name. Unless they’re a board member in which case their term is the same as the term on the Board of Directors. Board members can begin a two-year term on the committee once they left the board. The following are current members of the committee:

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| Committee Chair: *(Board Member)* | * Brian Costigan |
| Appointed Members: | * Diane Silva * Jenn Costa * Shredup Chopel * Debra MacIntosh |
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| Committee Resource: | * Devon Mota |
| Board President and Executive Director are *(Ex-Officio Member)* |  |

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| **SECTION FIVE: COMMITTEE MEMBER CONDUCT** |

The committee members are expected to conduct business in the best interest of Meals on Wheels London. Committee members are expected to:

* be prepared for each committee meeting by reviewing information in advance.
* attend and participate in all committee meetings.
* work collaboratively with the members of the committee; and
* accept assignments willingly to complete the tasks to be addressed by the committee.

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| **SECTION SIX: GUIDELINES FOR PARTICIPATION** |

Committee members are to ensure that they are not in conflict of interest by speaking in favour of or recommending a course of action which may benefit them personally or in their business capacity and may not be in the best interest of Meals on Wheels London.

The members of the committee must respect that all information and discussions at committee meetings are confidential.