



**TWIN MEADOWS ANIMAL RESCUE SOCIETY**  
Box 285      Fernie BC      V0B 1M0  
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## **Fundraising Committee Terms of Reference**

### **1. PURPOSE & RESPONSIBILITIES**

The Fundraising Committee (the “Committee”) for Twin Meadows Animal Rescue Society (“TMARS”) is appointed by the Board of Directors (the “Board”) to oversee the various fundraising activities including but not limited to:

- (a) Organize events to raise funds in the community;
- (b) Identify 3rd party fundraising opportunities and work with those parties to represent TMARS in accordance with the organization’s image and policies;
- (c) Seek out volunteer opportunities in the community in exchange for donations. Coordinate the volunteers needed for those events;
- (d) Create campaigns to increase financial donations from members of the community;
- (e) Identify and apply for grants that are appropriate for the organization’s needs and projects as they come available;
- (f) Recognize and steward donors and volunteers after events and annually according to the Recognition Grid;
- (g) Analyze and report quarterly the performance of the fundraising program in relationship to projected revenue;
- (h) Work with the board to develop the annual revenue and expenditures projected by fundraising activities; and
- (i) Carry out other responsibilities as assigned by the Board.

### **2. COMPOSITION**

The Fundraising Committee will be comprised of a minimum of one current TMARS director. The Chair and any additional board members shall be appointed annually by the Board at the first meeting following the AGM. The Board may fill any vacancy in the membership of the Committee at any time.

Individuals outside the TMARS Board may be members of the Committee with voting privileges. These members will be added at the discretion of the Committee, with notification to the TMARS Board.

### **3. MEETINGS & MINUTES**

The Committee shall meet as necessary to carry out its responsibilities, as determined by the Committee. Meetings shall take place no less than two times per year.

Non-Committee Board members and guests can attend Committee meetings in a non-voting capacity.

An agenda will be prepared by the Chair or another committee member and distributed prior to the meeting. A summary of the minutes for all Committee meetings will be made available to the Board following the meetings. All matters requiring Board approval will be brought to the Board by the Committee Chair at the regularly scheduled Board meetings, or as required.

### **4. QUORUM & VOTING**

Quorum is defined as having a minimum of two voting committee members present at the meeting, either in person or electronically.

In the event of a topic requiring a committee vote, a majority of the committee members attending will be required. Should there be a tie; either based on the even number of votes or due to an abstention, the vote will be deferred and addressed by email when additional committee members are available.

### **5. COMMITTEE DECISION MAKING**

(a) The Committee has discretion to make expenditures that meet the following criteria:

- I. Individual committee members may make fundraising related expenditures up to \$100 without committee approval
- II. The committee must vote on expenditures between \$101 - \$250 that are being used to promote or execute a fundraising event so long as cumulative annual expenditures do not exceed the annual fundraising budget
- III. The committee and its members can make expenditures that are specifically included in the annual fundraising budget of the organization

(b) Expenditures above \$250 that are not specifically part of the annual budget must put forward to a vote by the Board.

(c) The Committee may approve participation in fundraising events, either developed internally or proposed by a 3<sup>rd</sup> party without board approval. All fundraising activities should take into account the volunteer resources required, which are limited, and the amount of funds and publicity that are generated in return.

(d) The Committee should be informed of any other events that are being contemplated or approved by other board members for input and resource management.

## **6. ANNUAL REVIEW for the BOARD**

The members of the Committee, as well as the Board, shall review annually or, where circumstances warrant, at such shorter interval as is necessary to determine if further additions, deletions or other amendments are required:

- (a) These Terms of Reference
- (b) The Donor, Sponsor and Volunteer Recognition Grid (to be developed)
- (c) Schedule of Events and Programs with Projected Revenue Targets

## **7. COMMITTEE MEMBERS**

The approved Committee for the 2023-24 term is comprised of:

Board Members

- (a) Michele Dauphinee, TMARS Director – Committee Chair
- (b) Krista Gibbs, TMARS Director – Committee Member

Volunteer Members

- (a) Sharon Quail – Committee Member

## **8. APPROVAL**

- . (a) Adopted by the Twin Meadows Animal Rescue Society Board of Directors on \_\_\_\_\_, 2024
- . (b) Next review of Terms of Reference and Committee is scheduled for the first meeting after the 2024 AGM (April 2025)

Date:

TMARS President:

TMARS Fundraising Chair: