



YWCA EDMONTON

Philanthropic Committee TERMS OF REFERENCE

MANDATE

The Philanthropy Committee (Committee) is a committee of YWCA Edmonton. Its members have a strong commitment to the vision, mission, and goals of YWCA Edmonton. The mandate of the Committee is to raise funds in accordance with established financial goals for YWCA Edmonton. This Committee is a group of community leaders with an explicit goal of increasing revenue for YWCA Edmonton and its programs through:

- identification of funders/supporters/funding partners, and facilitating introductions within their networks,
- focusing on establishing and building lasting relationships with donors as a shared responsibility throughout the organization,
- personally financially supporting the YWCA as one of their top three philanthropic priorities during their term with the committee, and
- providing advice and assistance with respect to corporate sponsorships and private source fundraising activities.

COMPOSITION

- Incoming Committee members will be recruited and selected by the current Committee members and YWCA management.
- Committee will consider recommendations from the Nominating Committee of the Board of Directors.
- Management is solely responsible for the qualifications and integrity of the Committee members.
- While this is not a Board Committee, the Board Members will act as liaison between the Board and the Committee for the purposes of sharing information.

The Committee shall consist of at least six members:

- A minimum of one, a maximum of two, YWCA Board Directors.
- Director, Fund Development.
- Minimum of 3 community members.
- The Chief Executive Officer.
- At the invitation of the Committee, consultants or other experts may attend meetings.
- The Committee chooses the Philanthropy Committee Chair (“Chair”) who can be a member of the Board or a community member.
- The Committee will be supported by the YWCA staff Fund Development Team.

DUTIES AND RESPONSIBILITIES

Members of the Committee of YWCA Edmonton will support and assist the Fund Development Team as follows:

- Supporting the identification, rating, prioritization and stewardship of prospective individual, corporate and institutional funders; and/or donations from a diverse mix of sources.
- Assisting in recruiting key volunteer leadership and solicitors for the organization's fund-raising campaigns.
- Developing an action plan for who is going to approach what source, how, and by when.
- Responding to questions, and providing the potential donors with informational and promotional materials.
- Actively promoting the organization in the community.
- Taking the lead on a minimum of five prospects, and working in partnership with the Fund Development Team, to maintain a list of a minimum of five as prospects may fall off.
- Reporting to the Committee and updating on progress.
- Providing assistance and advice to the Board and Staff on matters within their particular competence or experience.
- Modeling best practices and leading by example to create a culture of philanthropy throughout the organization, and ensure that all donors of time and money are respected and honoured.
- Hosting a table at Rose Campaign breakfast.

Costs associated with participating in Committee meetings and fundraising events will be the responsibility of YWCA Edmonton.

MEETINGS

- Meetings are held bi-monthly with additional meetings scheduled as required. The YWCA offices will be made available or the meetings may be at a location or by telephone conference call as agreed to by the Committee.
- Meeting agendas and minutes will be provided by YWCA Fund Development staff, this includes:
 - preparing agendas and supporting papers
 - preparing meeting notes and other information and
 - standing Agenda Items, which should include:
 - a report/update from the Board of Directors on any items relating to philanthropy, and
 - a report/update from the Fund Development Team.
- Quorum: a simple majority shall constitute a quorum of the Committee.

CHAIR PERSON JOB DESCRIPTION

- The Chair, along with the Management of YWCA Edmonton, shares a responsibility to recruit Committee members as necessary.
- The Chair leads the Committee identifying major prospects; and ensuring that prospects are moved through the fundraising cycle to solicit their donations.
- The Chair has overall responsibility for running scheduled meetings of the Committee and calling additional meetings as needed.

TIME COMMITMENT

- Committee members are expected to make a basic commitment of 5 to 10 hours per month.
- Time is to be allocated to meet with or contact donors or prospects.

TERM LIMITS

- Committee members are appointed to the role for a two year term with the option of renewal.

ACCOUNTABILITY AND REPORTING

- The committee reports directly to the Leadership Team.
- The members of the Committee, who are also YWCA Board Members, are responsible to provide updates to and from the Board of Directors as relates to prospecting and fund development activity.
- Minutes of each meeting are provided to the YWCA via the Fund Development Team Committee member, who will distribute to the EA for electronic filing.
- Information discussed at Committee meetings is confidential. This includes prospect qualification, donor information, and giving histories.
- Donor interactions/meetings will be tracked and entered into the donor database using “Trip Reports” as per the YWCA Trip Report Policy.