



<b>POLICY CATEGORY</b>	<b>Governance</b>
<b>POLICY NUMBER</b>	<b>12</b>
<b>TITLE OF POLICY</b>	<b>Fund Development Committee</b>
<b>APPROVED BY</b>	<b>Board of Directors</b>
<b>DATE OF APPROVAL</b>	<b>April 30<sup>th</sup>, 2011</b>
<b>REVISION DATE</b>	

1. Purpose

The purpose of the Fund Development Committee is to manage the fund development activities of the Corporation, so that the target for revenue in the annual approved budget is achieved each year. This specific purpose depends on a second responsibility, that the Fund Development Committee leads the effort to establish strong relationships with partners in the community who can help Food For Life achieve its mission.

2. Composition and Term of Office

Annually in January, the Board will appoint from among its members a Fund Development Committee, which will consist of at least two (2) members of the Board, one of whom will chair the Committee. The Executive Director is a non-voting, ex officio member of the Committee. The Board may also appoint other persons who are not members of the Board.

3. Accountability

The Committee is accountable to the Board of Directors and shall report its discussions to the Board by distributing the minutes of its meetings and, where appropriate, by oral report at the next Board Meeting.

4. Decision-Making

A quorum consists of two-thirds of the voting members of the Committee. Each Committee member is entitled to one vote and decisions shall be by majority vote of those present.

5. Assistance/Advice/Operations

The Executive Director or designate shall be the recording secretary of the Committee. The Executive Director or designate is a non-voting member of the Committee.

6. Duties and Responsibilities

Subject to the powers and duties of the Board and to the requirements of By-Law No. 1, the Committee will perform the following duties:

6.1 develop and present to the Board for approval in September each year a fund development plan that describes the specific strategies, activities, target groups etc. to achieve the approved revenue budget for the year.

6.2 execute the fund development plan, following Board approval. This includes conducting and managing all the activities in the cycle of successful donor development. The cycle consists of five phases: identification, cultivation, solicitation, recognition, and stewardship.

6.3 provide input to the development of the annual communications plan.

6.4 maintain a donor data base, with contact information for all donors and prospective donors, their previous contributions, recognition activities and current status.

6.5 provide a written report to the Board, at least quarterly, describing progress and results to date, in executing the annual fund development plan.

6.6 recommend to the Board appointments to the Fund Development Committee.

6.7 perform other duties as may be assigned by the Board.

7. Chairperson Appointments

The Committee shall work with the Board and the Chairperson as required, to ensure appropriate Chairperson succession planning.