



**Canadian Mental  
Health Association**  
Lambton Kent

**TERMS OF REFERENCE  
FUND DEVELOPMENT COMMITTEE**

**QUALIFICATIONS FOR COMMITTEE MEMBERS**

To be eligible for nominations, candidates for Committee membership:

- Must be committed to the Canadian Mental Health Association Lambton Kent Branch's (CMHA LK) vision, mission, values and goals.
- Must be willing to dedicate quality time to participate actively on the committee(s).
- Must have interest and expertise in the areas that advance the Committee's mandate.
- Must be willing to serve, attend regularly and actively participate on the Committee.
- Must be committed to participate in a committee orientation program and the continuing education to members.
- Must have a commitment to the objectives of the organization

**MISSION**

The Fund Development Committee shall provide strategic guidance into the overall fundraising plans and activities for the Canadian Mental Health Association Lambton Kent Branch. The Committee will provide input in the identification and validation of key prospective donors and participate in donor cultivation and solicitation activities.

**COMPOSITION OF COMMITTEE**

The Committee shall be comprised of a Chair who is a current Director of the Board. The Chair of the Board and CEO of CMHA Lambton Kent shall be ex-officio members. The Committee Chair may also appoint non-Directors of the Board as Committee members. Staff support to the Committee will be provided by the Fund and Communications Development Coordinator.

**MEETINGS AND CALLING OF MEETINGS**

The Fund Development Committee will meet quarterly at minimum. Meetings of the Committee are held on the pre-scheduled date, time and place set by the Chair in writing.

Meetings of the Committee may be held by telephone or any other means which enables all participants to communicate with each other adequately and simultaneously. Persons participating in a meeting by telephone or by any other means of communication are deemed to have attended that meeting.

**QUORUM**

The majority of the committee shall constitute a quorum



**Canadian Mental  
Health Association**  
Lambton Kent

## **MINUTES**

The minutes of each meeting will be administered by CMHA Lambton Kent Support Staff and circulated to committee members prior to each meeting. Minutes will be labelled draft until approved by consensus by the committee. The minutes of each meeting of the Committee, duly approved by the Committee, are held in the Office of the CEO. The Chair will provide a written or oral Fund Development Committee report as part of the agenda for board meetings.

## **FUNCTIONS AND RESPONSIBILITIES**

The functions and responsibilities of the Committee shall include:

- Advise, review and assist in the implementation of the annual fundraising plan for CMHA Lambton Kent, including revenue goals and fundraising assistance for activities in support of the organization.
- Provide reports at Board of Directors meetings throughout the year as to progress of the fundraising plan and revenue goals;
- Participate in the cultivation and solicitation of personal donations from prospects;
- Assist the Board of Directors and Staff in the identification and recruitment of volunteers with fundraising skills and experience;
- Help identify prospective donors to the organization to be approached by Volunteers and/or Staff;
- Provide insight into ways that other activities (i.e. communications, special events) may support the fundraising plan and activities.
- Conducting from time to time an evaluation of the effectiveness of the committee and making recommendations in regard thereto.