

**Canadian National Exhibition Foundation
Fundraising Task Group Terms of Reference
- May 12, 2023 -**

1. PURPOSE

1.1 The purpose of the Fundraising Task Group is to provide key fundraising support to the CNE Foundation as it establishes a fundraising program in support of its mission and vision, and benefitting its current and future charitable programs.

Fundraising Task Group members serve as advocates and ambassadors for the CNEF, and use their influence and advocacy to introduce potential donors. Through their spheres of influence and combined connections, members provide input in the identification and validation of key prospective donors. In conjunction with staff, members participate in donor cultivation and solicitation activities.

Members may also wish to host or organize their own fundraising events or initiatives benefitting CNEF charitable programs.

1.2 The Fundraising Task Group is an interim initiative of the CNEF as it works toward establishing a fundraising board.

2. ACCOUNTABILITY AND REPORTING

2.1 The Fundraising Task Group is accountable to the CNEF Board of Directors.

2.2 The Fundraising Task Group Chair will provide reports to the Board through verbal and/or written reports at Board meetings.

3. COMMITTEE TYPE AND TERM

3.1 The Fundraising Task Group is an “ad hoc” committee of the Board.

3.2 The Fundraising Task Group is established for a one-year term, commencing June 1, 2023.

4. ASSESSMENT

4.1 Upon completion of the initial mandate, staff will complete an assessment of the Fundraising Task Group on behalf of the Board and make a recommendation, which could include dissolution, extension, adjustment or expansion of the mandate, or that the committee become a “standing committee” of the CNEF Board.

5. COMPOSITION

The Fundraising Task Group is composed of seven to 10 members, including:

- A CNEF volunteer Board member as the committee Chair
- The CNEF Executive Director

- The CNEA’s Chief Executive Officer, also serving in the capacity of the CNEA’s representative on the Foundation Board
- Committee members with interest or experience in nonprofit fundraising and who are CNEF or CNEA Directors or Members
- At-large volunteer committee members whose networks and/or experience in nonprofit fundraising contribute to the committee’s mandate
- The CNEF Chair is an ex-officio member of the committee

6. MEETINGS

- 6.1 Meetings will be held quarterly, with additional meetings called at the prerogative of the Fundraising Task Group Chair.
- 6.2 The Fundraising Task Group Chair or, in his or her absence, the CNEF Chair will chair the meetings of the committee.
- 6.3 The CNEA’s Corporate Secretary will provide administrative support to the Fundraising Task Group and serve as the recording secretary.
- 6.4 The CNEA’s Chief Operating Officer and Chief Financial Officer will attend meetings as non-voting members.
- 6.5 If/when applicable, CNEF development staff will attend meetings as non-voting members.

7. ROLE OF COMMITTEE

- 7.1 The primary role of the Fundraising Task Group is to assist with the identification of donor prospects and facilitate connections with individuals, foundations and corporations that are interested in the CNEF’s mission and have the capacity to donate to the CNEF.
- 7.2 The committee will contribute to the development of a solicitation action plan, which includes a wish list and potential donors.
- 7.3 The committee works in a coordinated manner with the Fundraising Task Group Chair and Executive Director to explore any identified prospects and opportunities.
- 7.4 Fundraising Task Group members may wish to host or organize their own fundraising initiatives benefitting CNEF programs, such as hosting fundraising events at their homes or businesses, yard sales, tasty treat fundraisers and sports watch parties, to name a few.

8. ROLE OF MEMBERS

Fundraising Task Group members contribute in various capacities to support the committee’s mandate, which could include:

- Attending and preparing for Fundraising Task Group meetings
- Being (or becoming) knowledgeable about CNEF programs
- Assisting in the identification, cultivation and solicitation of prospective donors to support the Foundation by extending the CNEF’s sphere of influence into personal and business circles
- Be willing to visit individual prospects and present gift proposals or to “open doors”/facilitate introductions for others to do so

- Attending CNEF fundraising and networking events (e.g. donor appreciation, meet and greet, gala, golf, etc.)
- Articulating the CNEF's mission and vision and being an advocate for the CNEF
- Taking an active role in raising awareness among CNEF and CNEA Directors and Members to help build a culture of philanthropy within the organization
- Contributing in another capacity that helps advance the committee's mandate
- Considering the CNEF a personal charitable priority and contributing an annual financial gift in accordance with the member's ability to give to reflect that priority so that the committee can credibly solicit contributions from individuals, foundations and corporations

9. QUALIFICATIONS

Fundraising Task Group members have:

- A desire to advance the mission of the CNEF
- The necessary time to commit to the committee
- The willingness to help secure the financial investment of others
- The willingness to make the CNEF one of their personal charitable priorities
- Proven expertise and experience in the area of nonprofit fundraising that will help advance the committee's mandate
- A proven network of personal and/or business contacts that can be drawn on
- Specialized expertise in a discipline or area that contributes to the committee's mandate

10. BUDGET

With pre-approval, members are reimbursed for reasonable expenses related to their Fundraising Task Group involvement. These and any other expense amounts, including committee meeting costs, prospective donor solicitation expenses, etc., shall be provided for in the annual CNEF operating budget.

11. EQUITY, DIVERSITY AND INCLUSION

The CNE Foundation encourages committee membership by individuals from all backgrounds and abilities.

12. ELIGIBILITY

Committee membership is open to all individuals 18 years of age or older who have a keen interest in making a positive difference in the community, with the following exceptions:

- CNE Foundation and/or CNE Association employees (except as noted in 5 and 6 above)
- Partners, agencies or suppliers of the CNE Foundation or CNE Association
- Individuals domiciled with any of the above

Approved by the CNE Foundation Board of Directors on May 12, 2023.