

**Canadian National Exhibition Foundation
Silent Auction Committee Terms of Reference
- May 12, 2023 -**

1. PURPOSE

1.1 The purpose of the Silent Auction Committee is to provide support to the CNE Foundation's new silent auction fundraiser to be held during the 2023 CNE event both in person and via the online fundraising platform.

Members will play a key role in securing silent auction items and/or help to shape the operating model for the fundraiser based on their previous experience.

1.2 The Silent Auction Committee is an interim initiative of the CNEF as it works toward establishing a fundraising board.

2. ACCOUNTABILITY AND REPORTING

2.1 The Silent Auction Committee is accountable to the CNEF Board of Directors.

2.2 The Committee will be staff-chaired, by the CNEF Executive Director, subject to the assessment specified in No. 4 below.

2.3 The Executive Director will provide reports to the Board through verbal and/or written reports at Board meetings.

3. COMMITTEE TYPE AND TERM

3.1 The Silent Auction Committee is an "ad hoc" committee of the Board.

3.2 The Silent Auction Committee 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 Silent Auction Committee 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 Silent Auction Committee is composed of seven to 10 members, including:

- The CNEF Executive Director, serving also as Committee Chair (subject to No. 4 above)
- The CNE Association'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 Silent Auction Committee Chair.
- 6.2 The Silent Auction Committee Chair or, in his or her absence, the CNEF Chair will chair the meetings of the committee.
- 6.3 The CNEA's Corporate Secretariat will provide administrative support to the Silent Auction Committee 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 Silent Auction Committee is to assist with lead generation and making connections with potential silent auction item donors, and to provide suggestions on the operating model for the new fundraiser.
- 7.2 The committee will contribute to the development of a solicitation action plan, which includes a wish list and potential sources of silent auction item donations.
- 7.3 The committee works in a coordinated manner with the Executive Director to explore any identified prospects and opportunities.
- 7.4 The Silent Auction Committee may elect to organize a secondary silent auction fundraiser during the year, outside of the CNE event dates.

8. ROLE OF MEMBERS

Silent Auction Committee members contribute in various capacities to support the committee's mandate, which could include:

- Attending and preparing for Silent Auction Committee meetings
- Being (or becoming) knowledgeable about the programs of the CNEF
- Assisting in the identification, cultivation and solicitation of prospective silent auction item donors by extending the CNEF's sphere of influence into personal and business circles
- Be willing to personally send letters or make phone calls to prospective silent auction donors
- Articulating the CNEF's mission 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

9. QUALIFICATIONS

Silent Auction Committee 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 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 or the willingness to reach out to new prospective silent auction item donors
- 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 Silent Auction Committee 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, DIVERSION AND INCLUSION

The CNE Foundation encourages committee membership by candidates 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
- 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.