

## **Schedule A**

West Parry Sound Recreation & Cultural Centre Board

### **Fundraising and Sponsorship Team**

#### **Terms of Reference**

#### **PURPOSE:**

The mandate of the fundraising and sponsorship team is to assist the West Parry Sound Recreation & Cultural Centre Board in the planning, coordination and implementation of all fundraising and sponsorship activities in support of the project and activities of the facility.

In particular, the team will, on request or with the permission of the board, perform the following tasks:

1. Advise the board on any fundraising matter
2. Develop and recommend the fundraising/sponsorship strategy to the board for approval
3. Implement, monitor, evaluate and report on the strategy once adopted
4. Identify and maintain a list of existing and potential sponsors and funders
5. Assume the lead for certain fundraising activities, and support such initiatives as membership recruitment
6. Assist board members in managing interactions with sponsors/funders
7. Obtaining funds or in-kind services, thanking sponsors/funders in writing

#### **TEAM COMPOSITION:**

The board will solicit team members by advertising through various local media. The fundraising and sponsorship team will consist of no more than 12 members including a representative from the YMCA of Simcoe Muskoka. The team will be comprised of individuals with previous experience in fundraising and sponsorship initiatives and enthusiasm to support this important community project.

The team will be led by a chair and vice-chair who will be selected by the team upon establishment. Anyone is eligible to join the team upon nomination by the West Parry Sound Recreation & Cultural Centre Board. A request for nomination may be sent to the board or the chair or vice-chair of the team upon establishment.

Each member will serve on the board for a two-year term (from the time of appointment). A member may stand for consecutive terms upon approval by the board.

The team is proposed to be supported by a minimum of two members of the steering committee.

## **MEETINGS**

The team is recommended to hold fundraising and sponsorship meetings on a monthly basis. Additional meetings may be held at the discretion of the chair.

## **REPORTING RELATIONSHIP**

The team chair will report regularly to the West Parry Sound Recreation & Cultural Centre Board.