



Terms of Reference: Fundraising Day Committee
AFP GREATER TORONTO CHAPTER
October 2018

Purpose:

- To plan and implement a successful Fundraising Day
- To maintain or increase attendance
- To make or exceed all budget lines as set out in the budget
- To receive positive feedback from conference attendees, speakers, sponsors and exhibitors

Responsibility of the Board:

- The AFP Vice President Professional Development (Board position) will have the staff under his/her signature e-mail a call for interested parties to apply for the position of Chair of Fundraising Day a minimum of one and a half years in advance of the actual event to the membership

Responsibility of the Chair:

- The Chair is responsible to recruit volunteers and to ensure all work-related projects are completed
- The Chair should make every effort possible to ensure that a diverse and inclusive group of Volunteers are recruited for the Education Committee that are reflective of all types of fundraising practiced in the sector
- The Chair shall alert the Vice President Professional Development (Board position) to issues or situations that must be addressed immediately and work with them to determine action plans and next steps
- The Chair is required to be a member of AFP in good standing
- The Chair is eligible to serve a one-year term as Chair
- The Chair will assign sub-committee leaders from the Committee roster to lead sub-groups
- The Chair will bring forward requests for budget support for key initiatives for Fundraising Day to the AFP VP PD and/or AFP GTA staff member for approval and possibly to facilitate bringing any larger initiatives that require Board sign off forward to the board.
- The Chair must work with the AFP VP of PD to understand how their event fits into the bigger picture for AFP GTA and specifically delivery of the Strategic Plan.

Membership of the Committee:

- The Committee will include between 6-12 members at the discretion of the Chair
- The members of the committee are required to be a member of AFP in good standing
- The members of the committee have relevant experience that will contribute to the success of Fundraising Day
- At the discretion of the Chair and AFP Toronto Chapter Staff, members will complete a one-year term, renewable to a maximum of four years
- Members of the Committee are expected to attend all meetings in person, or call in if necessary.
- If a Committee member misses more than 3 meetings over the course of the year, they will be asked to resign their place on the Committee
- Members of the Fundraising Committee are expected
 - ✓ to attend Fundraising Day
 - ✓ pay the discounted registration fee for Committee members
 - ✓ host sessions at Fundraising Day
 - ✓ represent AFP and their organization in a professional manner
 - ✓ attend a debrief session to improve on the success of Fundraising Day



Duties & Responsibilities of the Committee:

- To identify areas of likely challenges and opportunity to increase the delegate experience at Fundraising Day
- To tackle issues pro-actively with the consent of the Chair
- To delve into personal/professional networks to develop session ideas and themes
- To contribute to adding company names to the sponsorship/exhibitor prospect list.
- The Committee will discuss sessions and vote on the final group in a democratic process
- Review the Terms of Reference on a yearly basis and make changes where necessary
- Adhere to the Greater Toronto Chapter's principles of diversity and inclusion
- A committee member (s) will be assigned to help draft & coordinate emails, working with the Vice-Chair on a calendar, setting email topics, and working with other Committee members to post via social media channels
- A committee member(s) will be assigned to help with the logistics for the after party including scouting out an off-site location, activities, speaking notes, etc.
- A committee member will be assigned to take minutes at the meetings, sending out minutes to the Committee, and sending out meeting makers to the Committee
- Committee members will conduct themselves in a professional, respectful manner to other Committee members to ensure a positive working environment

Sub-committees

- The Chair of Fundraising Day will assign leaders from the Committee to lead sub-committees, which will be developed to
 - ✓ work on specific sessions
 - ✓ confer with the Chair on the session ideas
 - ✓ present ideas to the full Committee
 - ✓ set their own meeting schedule
 - ✓ And other roles as decided by Fundraising Day Chair