

Terms of Reference Advancement Committee

1. Role

1.0 The role of the Advancement Committee is to oversee the Museum's fundraising strategy and programs in order to support its mission.

2. Responsibilities

2.1 Oversee Advancement Planning by:

2.1.1 reviewing, revising, approving and monitoring the Museum's annual resource development plan

2.1.2 advising on constituent relationship building (i.e. professional associations, corporations, foundations, individual donors) in support of approved fundraising strategies

2.1.3 actively assisting the Museum staff with implementation of the approved annual resource development plan

2.1.4 assisting with the identification of prospective donors,

2.1.5 developing strategies to approach prospective donors

2.1.6 developing and/or enhancing endowed funds to support the sustained operation of the Museum

2.1.7 developing and/or enhancing capital funds to support the restoration, renovation and sustainability of the Ann Baillie building

2.2 Review and recommend approval of all policies assigned to the Finance Committee

2.3 Respond to such other matters as may be referred by the Board of Directors or management from time to time.

2.4 Review Terms of Reference on an annual basis and make recommendations for revision as deemed necessary

2.5 Self-evaluate the performance of the committee on an annual basis

3. Membership

3.1 Members of the Advancement Committee shall be appointed by the Board of Directors

3.2 The Advancement Committee shall be comprised of no fewer than 7 members, including 2 Directors and 5 members of the museum membership and/or community at large.

3.3 The Museum Manager will serve as ex-officio members of the Advancement Committee

4. Meetings

4.1 Meetings of the Advancement Committee shall be held a minimum of four times per year and more frequently at the call of the Chair.

4.2 Attendance at meetings may be in person, by teleconference or electronically (i.e. Skype, Zoom, Team)

4.3 If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting, or alternative submitted written comments in advance of the meeting.

5. Chair

5.1 The Chair will be a Director

5.2 The Chair shall:

5.2.1 Call meetings of the Advancement Committee

5.2.2 Chair meetings of the Advancement Committee

5.2.3 Designate another committee member to chair a meeting in the Chair's absence

6. Quorum

6.1 Quorum shall be the simple majority (50% + 1) of the voting committee members at the meeting.

7. Decision Making

7.1 The committee shall strive for consensus (i.e. "you can live with the decision") when making decisions.

7.2 If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue (i.e. vote, continue discussion, table the issue to another meeting).

7.3 If committee members cannot agree, the issue will be put to a vote. When voting, majority (50% + 1) rules provided quorum is met. There shall be no proxy or email voting unless explicitly determined by the committee in advance of the vote.

8. Minutes

8.1 Minutes will be taken by the Manager of the Museum (or delegate)

8.2 Minutes will be approved at the subsequent meeting.

8.3 Minutes will be stored in accordance with the Museum's practice.

9. Guests

9.1 The Chair may invite a guest(s) to attend meetings as a resource or as required.

10. Accountability

10.1 The Advancement Committee will be accountable to the Board of Directors through the Chair.

Approved by Board of Directors *September 13, 2021*
Last Reviewed by Board of Directors *September 13, 2021*