



The Funding Development is a core committee of the Board of Sovereign Lake Nordic Club. It is responsible to the Board of Directors; reporting to the monthly Board meetings.

**PURPOSE:**

The purpose of the Funding Development Committee is to centrally coordinate implementation of the SLNC Board's fundraising strategy, and develop and maintain long-term relationships with donors, sponsors, key community partners, and volunteers.

**CORE RESPONSIBILITIES:**

1. Develop, maintain, and effectively utilize a relationship management system (i.e., Customer Relationship Management (CRM) software) for past, present, and future donors, sponsors, partners, charities, and associated volunteers.
2. Centrally coordinate the fundraising activities being carried out by volunteers, the General Manager, staff, and the Board so as to avoid multiple approaches to the same source and increase SLNC's chances of success.
3. Establish fundraising priorities for annual and long-term strategic needs.
4. Recruit volunteers to assist with fundraising including grant applications, donations, sponsorship, and special activities. Provide support and coaching as needed.
5. Continually research new ways to raise funds (e.g. Legacy Giving).

**OTHER RESPONSIBILITIES:**

1. Develop guidelines and messaging for all fundraising activities.
2. Prepare an annual fundraising report for the Board in advance of the AGM.
3. Provide advice and support to volunteers who are undertaking fundraising.
4. Works with the Treasurer, General Manager, Accountant, and Board to establish policies and procedures regarding fundraising logistics like contracts, taxation, use of consultants/contractors, and sponsor/donor acknowledgement and rewards.
5. Maintain a folder of previous grant applications and supporting documents to help save time on new applications (e.g. enabling "cut and paste" of basic information on SLNC).

**COMMITTEE MEMBERSHIP:**

The Committee includes a Chair and two to four other members. The Chair does not need to be a Board member, but one Board member will act as the Committee's Sponsor. The General Manager or their designate will attend meetings and assist as needed, but is not considered a Committee member.

**COMMITTEE MEETING SCHEDULE:**

The funding development committee shall meet 3 times per year on approximately September 7, December 7, and March 7.