

## Terms of Reference

### Field Hockey Canada Fundraising & Sponsorship Committee



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| Title                    | Field Hockey Canada (FHC) Fundraising & Sponsorship Committee   |
| Mandate                  | <p>The Committee is created by the FHC Board of Directors as an ad-hoc committee in accordance with bylaw 12.3. The Committee's mandate is:</p> <ul style="list-style-type: none"><li>• To provide oversight of all fundraising and sponsorship initiatives related to FHC, inclusive of all programs, events and operations.</li></ul> <p>The mandate of the committee will be carried out within the overall strategic guidelines and objectives of FHC. The committee and any sub-committees which may be created by the committee will ensure that all fundraising and sponsorship endeavors adhere to FHC's financial policies, federal tax / charitable organization requirements, and any current FHC contracts.</p> |
| Key Duties               | <ul style="list-style-type: none"><li>- To build a strong network of available donors to support FHC's strategic objectives.</li><li>- To connect with both corporate and private donors.</li><li>- To build a strong alumni network.</li><li>- To develop fundraising projects that are consistent with FHC branding.</li><li>- To work in alignment and conjunction with all members and stakeholders.</li><li>- To coordinate an annual calendar of fundraising events over which this committee will provide oversight.</li><li>- To seek corporate sponsorship for FHC program areas or special projects.</li></ul>  |
| Structure and Membership | <p>Appointed by the FHC Board of Directors in accordance with bylaw 12.4, the structure and membership of the Committee shall be the following:</p> <ul style="list-style-type: none"><li>• Executive<ul style="list-style-type: none"><li>○ Chair: FHC Board Representative as appointed by the FHC BOD</li><li>○ FHC staff as assigned</li></ul></li></ul>  |

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|                        | <ul style="list-style-type: none"> <li>○ Chair of each of any subcommittee which may be created.</li> </ul> <p>Each subcommittee may have 3 – 8 members and have geographical and gender equity applied.</p> <p>FHC may add members to the sub-committee, Committee, or replace members of the Committee, and may seek the advice of the Committee in doing so.</p>   |
| Meetings and Reporting | <p>The Committee may meet in person, telephonically, or electronically, and otherwise regulate their meetings and proceedings as they see fit (by-law 12.7).</p> <p>The Committee will report to the Board as and when required by and through the Chair or, if the Chair is not a director of FHC, any other member of the Committee who is a director of FHC.</p> <p>The Committee shall prepare and submit an annual report to the CEO not less than six weeks prior to the AGM.</p> |

Approved August 31<sup>st</sup>, 2021