

Centennial Campaign Working Group Terms of Reference

1. Purpose

The Centennial Campaign Working Group is an adhoc body established to provide guidance, and strategic direction for implementing, maintaining, and enhancing the University's centennial fundraising campaign. Fundraising activities will support the university in advancing its education and scholarly research and creative activities mission. The Working Group shall be dissolved upon the successful completion of the Centennial Campaign, which is expected to conclude in spring 2027.

2. Responsibilities

The Working Group adheres to fundraising best practices and legislation. The responsibilities of the Committee include but are not limited to:

1. Determine the plan to achieve the Centennial Campaign fundraising goals.
2. Monitor established fundraising plans and the coordination and implementation of fundraising activities.
3. Support staff to identify, research, solicit, foster and steward major prospective and current donors so as to build a pipeline of on-going support.
4. Attract, recruit, and develop a roster of community partners and volunteers to support fundraising activities.
5. Assist with the development and cultivation of mutually supportive fundraising partnerships with local community groups and organizations.
6. Develop and champion the concept of ambassadorship for Board members, staff and volunteers with respect to their role and responsibilities in helping to achieve fundraising success.
7. Provides guidance on if the fundraising strategy is in alignment with current fundraising trends, with the goal of strengthening the university's fundraising capacity.
8. Promote and support fundraising events/activities by attending, volunteering and/or giving monetary/in-kind assistance to the level that members are able.
9. Review project proposals by staff to submit to potential event sponsors and donors.

3. Composition and Membership

Co-Chairs

- Chair, Advancement Committee
- External Community Member

Members

- Chair, Board of Governors

- President and CEO
- Two (2) external board members from the Advancement Committee
- Up to six (6) external community members, one of whom should be an alumni or past Board member and two whom are current donors
- Vice-President Advancement

Advisory Member(s)

- One member, from the Elders Council

Resource Member(s)

- Advancement team members
- Centennial Lead
- Administrative Coordinator

4. Meetings

1. The Working Group shall meet monthly or more frequently as necessary to fulfill its responsibilities. Meetings may be conducted in person or virtually, as determined by the Chair. Agendas and supporting materials shall be distributed to members 72 hours before each meeting.
2. The length of each meeting shall not normally exceed one and a half hours.
3. Quorum shall consist of a simple majority of the members of the body at the time the meeting is held.
4. The Working Group shall document its meetings, decisions, and recommendations appropriately. Meeting notes, reports, and other relevant records shall be maintained and made available to the Advancement Committee upon request.

5. Confidentiality

In the course of Working Group business, confidential information may become known to Committee Members. Members have the responsibility to keep such information confidential.

6. Authority

This body is established under the authority of the Board of Governors to perform the advice and monitoring functions set out in these Terms of Reference and all matters ancillary to those functions. The Working Group is responsible to the Board of Governors through the Advancement Committee for overseeing and supporting the delivery of the Centennial Campaign.

7. Reporting

The Working Group shall report to each meeting of the Advancement Committee and the Board of Governors on the status of the Centennial Campaign.

Approved by: Board of Governors
Implementation Date: June 11, 2024
Revised: -