



Board Advancement, Community Recognition and Stakeholder Subcommittee

Terms of Reference

PURPOSE

The Board Advancement, Community Recognition and Stakeholder Subcommittee works closely with the President. On behalf of the BoG, the Board Advancement, Community Recognition and Stakeholder Subcommittee bears the primary responsibility for directing and recommending policies that relate to the College's fundraising. It is also the role of this subcommittee to oversee all advancement policies and programs related to enhancing community recognition strategies to increase student and parent awareness of benefits from study in Tabor and ensure such benefits are consistent with Tabor's mission, values, and vision.

SCOPE

These policies may relate to various areas such as:

- Annual fund;
- Alumni giving;
- Donor cultivation and recognition;
- Planned giving;
- Grants;
- Endowment;
- Capital Campaigns.

RESPONSIBILITIES

1. Ensure that all advancement efforts and policies are consistent with Tabor's Christian mission and purpose.
2. Recommend to the Board goals for giving and involvement in the fundraising process.
3. Work collaboratively with the Audit, Finance and Risk Subcommittee to project anticipated gift income.
4. Work collaboratively with alumni to maximize the effectiveness and timeliness of gift recording and receipting.

PROCESS

1. The Advancement Subcommittee should include the following members:
 - 1.1. Board member chair;
 - 1.2. Board members with expertise or experience;
 - 1.3. Marketing Manager;
 - 1.4. Other campus-level personnel as determined by the President;
 - 1.5. President and Chair of the Board of Governors as ex-officio members;

- 1.6. Non-Board members with expertise invited by the Chairperson of the Advancement Subcommittee;
2. The Standing Subcommittee meet as required but at least once a year and before the AGM
 - 2.1. President's Executive reviews the agenda for overlapping matters affecting other standing subcommittees and campus divisions;
 - 2.2. Board members receive the agenda prior to Board meetings;
 - 2.3. In advance of the meetings, the Marketing Manager distributes a state of affairs report including performance indicators and likely recommendations to be processed by the Subcommittee.
3. All recommendations related to the advancement affairs or policies of the College come through the Advancement Subcommittee to the full Board for action and approval.
4. The Chairperson of the Standing Subcommittee is available to the Marketing Manager for consultation between meetings. It is expected that these consultations will be planned across the year.