

**Category:** Governance  
**Policy Number:** 1-4a  
**Policy Name:** Fundraising and Outreach Committee  
**Revision:** 2.0

**1. Status:**

1.1 The Fundraising and Outreach Committee is a standing committee of the Board

**2. Purpose:**

2.1 Develop and assist in the execution of the fundraising strategies

2.2. To promote awareness of the Library in the community

**3. Membership:**

3.1 The Fundraising and Outreach Committee will be comprised of three trustees appointed at the Board's Annual General Meeting. At the same meeting one of these trustees will be elected as Committee Chair

3.2 The Board Chair and Vice-Chair are ex officio members of the Committee

3.3 The CEO and other Library staff will assist the Committee as required

**4. Meetings:**

4.1 The Committee will meet at least quarterly, or as deemed necessary by the Committee

**5. Reporting:**

5.1 A record of meetings will be kept and minutes distributed to the Board

5.2 The Committee shall produce an annual report and special reports for the Board as required

**6. Budget:**

6.1 The Committee will operate within the budget approved by the Board

**Document Revision Record:**

Revision Level	Revision Date	Change
1.0	June 26, 2003	Initial Release
2.0	September 25,2013	Reviewed & Updated

**Approval:**

CEO	Board Chair	Date
..... Laurie Clarke	..... Helen Kaluzny	September 25, 2013

