



The Sudbury Savoyards Fundraising Committee Charter



PURPOSE

The Fundraising Committee (“Committee”) is responsible for leading the efforts to raise money on behalf of The Sudbury Savoyards, Inc. The Committee’s purpose is to ensure the group has the financial ability to carry out its mission as stated in the Bylaws.

KEY RESPONSIBILITIES

The Fundraising Committee shall perform all duties as requested or required by the Board of Trustees. The Committee shall:

1. Establish a fundraising plan including goals and actions to support The Sudbury Savoyards’ short and long-range financial goals with recommendations from the Audit & Finance.
2. Grant Management
 - a. Maintain grant records including our application status, dates, links to the application, outcome of requests, and necessary follow-up.
 - b. Research grant funding options beyond the grants for which we currently apply.
 - c. Submit grant requests in a timely fashion.
3. Maintain a list of potential fundraising activities.
4. Evaluate potential prospects for increased contributions.
5. Review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Board for approval.

BOARD COMPOSITION AND TERM LIMITS

The Fundraising Committee shall be composed of at least three members. The Committee Chair shall be appointed by the Board of Trustees. Members of the Board will recommend individuals and the Committee will recruit these persons. This is a standing committee with no term limits.

SCHEDULE OF MEETINGS AND MINUTES

The Fundraising Committee will meet at least four times a fiscal year and hold additional meetings as needed to fulfill its responsibilities as listed above and as called by the Committee Chair.

The Committee shall make regular reports to the Board of Trustees. The Committee shall maintain minutes of its meetings and provide copies of the minutes to the Board upon request.

AUTHORIZATION AND LIMITATIONS OF POWER

The Fundraising Committee has no power or authority to act on behalf of the Board of Trustees. The Committee will abide by the provisions in the Bylaws that pertain to the meetings and actions of the Board.

approved by the Board of Trustees November 21, 2024