

## High Performance Fundraising Committee Terms of Reference



### 1. Purpose and Objectives:

- a. The High Performance Fundraising Committee is responsible for ensuring our high performance programs can generate maximum fundraising outcomes while keeping participation costs as low as possible. The committee's purpose is to ensure there is representation across all teams and regions to maximize fundraising coordination, communication and efforts.

### 2. Committee Structure:

#### a. Membership:

- i. Minimum one representative from each of the NB high performance teams (if they are operating in any given year).
  - a. U14 Tackle
  - b. U16 Tackle
  - c. U18 Boys Tackle
  - d. U18 Girls Tackle
  - e. Senior Women's Tackle
  - f. U14 Boys / Girls Flag
  - g. U16 Boys / Girls Flag
  - h. U18 Boys / Girls Flag
  - i. 18+ Men's / Women's Flag
- ii. Call for Interest and selection is done in the Fall each year. Positions can be added or removed depending on which teams are forming in any given year.
- iii. Participation in this committee does not guarantee your child a position on any of our high performance teams. Members of the committee are to serve the best interest of the high performance teams and not their personal interests.

### 3. Roles and Responsibilities

#### a. Chairperson

- i. Leads meetings and acts as the main liaison with the Football NB staff.
- ii. Responsible for organizing the Fundraising Coordinators and ensuring proper communication between all committee members
- iii. Chairperson can be one of the Fundraising Coordinators

**b. Fundraising Coordinator(s)**

- i. Consists of each team listed in section 2.a.1.
- ii. Develop and implement fundraising ideas to support team activities
- iii. Coordinate with parents, team staff, and external partners to ensure successful fundraising campaigns.
- iv. Communicates with the team General Managers to ensure everyone is informed on fundraising activities within each team
- v. Assist with the organization and smooth operation of key in-person events, such as team registration days, practices, and travel arrangements.
- vi. Be present at events to provide logistical support for the General Manager and Head Coach

**4. Meeting Schedule & Communication**

**a. Meeting Frequency:**

- i. Regular monthly meetings during high performance off season when needed. Meetings will be virtual to discuss updates, address concerns, and plan upcoming fundraisers.
- ii. Meetings may become more frequent during high performance season depending on the needs of the committee

**b. Communication Channels:**

- i. Use group emails, messaging apps, or dedicated platforms to maintain regular communication between committee members and parents.
- ii. Chairperson will provide or appoint someone to take minutes during meetings, ensuring transparency and clarity in decision-making.

**5. Amendment**

- a. This Terms of Reference may be amended as necessary with the approval of the board of directors.

**6. Confidentiality**

- a. Members shall maintain the confidentiality of sensitive information discussed and shared within the committee.