

LuMinHoS Resource Development Committee (RDC)

Terms of Reference

Purpose:

The Resource Development Committee (RDC) is committed to the vision, mission, and values of LuMinHoS to present the comfort of Christ to all Lutheran patients admitted to Saskatoon hospitals. The purpose of the RDC is to assist the board in ensuring LuMinHoS has adequate resources (particularly financial) to do its work.

Structure:

The Resource Development Committee shall consist of up to six persons appointed by the VMT, including one Board member, for three-year renewable terms. The roles and responsibilities of the Committee may be delegated to individual members of the Committee. The committee may ask the VMT to review appointments to the Committee (and their terms).

Responsibilities:

The RDC will be responsible for the following:

1. Developing and implementing fundraising and donor cultivation strategies for LuMinHoS. Strategies should be determined using insights about the success of past activities (i.e., events, appeals, grants, etc.). Fundraising strategies for events should involve consultation with the Events Committee.
2. Submitting material about resource development activities (e.g., planned giving, why to give to LuMinHoS) to the editor of *The Caregiver*, as appropriate.
3. Developing and reviewing policies and procedures relating to giving to LuMinHoS (e.g., Gift Acceptance Policy, gift processing procedure, acknowledgement of gifts, receipting, donor cultivation). When appropriate, recommending improvements to these policies and procedures to the Board.
4. Writing appeal letters and determining who should receive each appeal. The Communications committee should review the draft letter and assist with preparation of the mailing list.
5. Developing and implementing a strategy for ongoing promotion of planned giving to LuMinHoS donors, potential donors, and volunteers.
6. With the assistance of Board members, volunteers, the Chaplain, and others, adding potential donors to the mailing list. Potential donors should include both individuals and businesses.
7. Providing a report for each Board meeting and the AGM.

Accountability

The RDC Committee shall be accountable to the VMT. The Chair or a representative from this committee will attend VMT meetings.

Meetings

The RDC Committee shall meet at least six times a year.

Date (O) Dec. 2018

Date (R) March 2019