

# Fundraising Committee Procedures

## Mandate

The fundraising committee was established by the Board of Directors for two primary purposes:

1. To draft a fundraising proposal with which to approach outside donors, government grants, and philanthropic organizations; and
2. To create and implement fundraising initiatives for the Iyr HaMelech Synagogue.

## Committee Composition

The Fundraising Committee will consist of no more than five (5) members of the Board of Directors, which will include the President and Treasurer.

Members may be appointed and removed from the Fundraising Committee by majority vote by the Board of Directors.

## Definitions

“Board” will be defined as the Board of Directors of Iyr HaMelech.

“Committee” will be defined as the Fundraising Committee as appointed by the Board.

“Fundraising Initiatives and ideas” will be defined as project plans with a clearly stated scope and quantified with a time and resource valuation and an estimate and budget of capital. Once approved, these details can only be changed with a change proposal resulting from a post-mortem analysis or member ideas which are presented to the fundraising committee and if approved, require separate motions and voting by the Board of Directors.

“Post Mortem” will be defined as a review and analysis of a completed fundraising initiative to determine its reasons for relative success or failure.

## Meetings

### Scheduling

Meetings of the fundraising committee will be scheduled via email no later than the Sunday prior to the meeting. If no scheduling emails have been sent by the Friday prior to the meeting, the

Fundraising Chair will send a scheduling email no later than the Saturday before the meeting. If the Fundraising Chair is not able to send a scheduling email, the Board President will send a scheduling email no later than the Sunday before the meeting.

## Agendas

Meetings of the fundraising committee will have an agenda consisting of the following:

1. Approval of any applicable revisions to the agenda.
2. Review and approval of the minutes of the previous meeting.
3. Review and commenting of the draft of the fundraising proposal.
4. Post-mortem of fundraising initiatives (when applicable).
5. Review of fundraising initiatives preparatory for Board approval.
6. Review of new ideas for fundraising initiatives.

## Creation of Fundraising Initiatives

### Prior to Board Approval

Ideas for fundraising initiatives will be added to the *Fundraising Initiatives and Ideas* Document under the applicable category prior to discussion at a Fundraising Committee meeting. Prior to each meeting, all members will review and comment on new fundraising initiative ideas.

Ideas submitted to members of the Fundraising Committee will be added to the *Fundraising Initiatives and Ideas* document by the Fundraising Committee for discussion at the next Fundraising Committee meeting.

Initiatives selected by the Fundraising Committee for preparation for Board approval will be priced out to the best of the Committee's ability prior to presentation to the Board.

### Presentation for Board Approval

Only fundraising initiatives approved by the Fundraising Committee for Board approval will be presented to the Board of Directors. Any presentation to the Board of Directors will contain a request for a motion approving the fundraising initiative.

Prior to presentation to the Board of Directors, the Fundraising Committee will prepare a document outlining the fundraising initiative, a breakdown of costs, and expected return on investment.

## After Board Approval

Upon approval by the Board of Directors, the Fundraising Committee will begin to implement the fundraising initiative within 10 business days after Board approval. The Fundraising Committee will move the initiative on the *Fundraising Initiatives and Ideas* document into the appropriate “Being Implemented” category.

Each approved fundraising initiative will be advertised to the best of the Synagogue’s ability prior to the event. Each applicable approved fundraising initiative will be posted to a special fundraising page on the Iyr HaMelech website ([www.reformjewishkingston.ca](http://www.reformjewishkingston.ca))

## After Initiative has been Carried Out

After the Initiative has been carried out, the Fundraising Committee will move the initiative into the appropriate category on the *Fundraising Initiatives and Ideas* document based on the success or failure of the initiative.

No more than two (2) weeks after each fundraising initiative, the Fundraising Committee will schedule and hold a meeting wherein it conducts a post mortem of the fundraising initiative, paying careful attention to lessons learned. Lessons learned will be added to the Fundraising Initiatives and Ideas document under the “Lessons Learned” section.

## Fundraising Committee Documents

Fundraising initiatives and lessons learned will be tracked using the *Fundraising Initiatives and Ideas* document. Every two (2) months the *Fundraising Initiatives and Ideas* document will be backed up for archival purposes.

Copies of all proposals for fundraising initiatives prior to Board approval will be uploaded to Google Docs and shared with the rest of the Fundraising Committee for review and commenting.

The *Fundraising Initiatives and Ideas* document, and all Fundraising Committee internal documents (including draft initiative proposals), will not be shared with Board members outside of the Fundraising Committee without Fundraising Committee approval during a Committee meeting.

The *Fundraising Committee Procedures Document* will be made available to the Board of Directors and to all Board members upon request.