



Mississippi Valley
Conservation Foundation

Terms of Reference

Mill of Kintail Museum Fundraising Subcommittee

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1. Mill of Kintail Museum Fundraising Committee

The Mill of Kintail Museum Fundraising Committee is a standing committee of the Mississippi Valley Conservation Foundation (MVCF) Board of Directors. The primary objective of the Committee is to secure sustained long-term funding for the Museum to allow for its continued operation.

2. Purpose

The Committee:

- identifies and assesses fundraising opportunities.
- provides fundraising recommendations to the MVCF Board of Directors.
- plans and implements Board-approved fundraising activities.
- supports information sharing through formal and informal networks.

3. Membership

At minimum, Membership shall include the following:

- A member of the MVCF Board of Directors.
- The MVCA General Manager or their delegate.
- The MVCA Treasurer or their delegate.

The Committee shall comprise members with one or more of the following skills and knowledge:

- Corporate giving, charitable bequeaths, family foundations, or large private donations
- Community/civic fundraising
- Community engagement and public speaking
- Communications and e-media
- Event management
- Tax law
- The work and legacies of R. Tait McKenzie and/or James Naismith

Membership is voluntary and uncompensated. Committee members are encouraged to serve a minimum of one (1) year.

A Chair and Vice Chair shall be nominated from the Committee membership.

4. Meetings

- All meetings will be chaired by the Chair or Vice Chair.
- Committee meetings are not open to the public.
- Meetings will be held at least once every 8 weeks until mid-2024.
- A quorum will be half the regular membership (50%).
- All recommendations to the Board of Directors will be made by formal motion.
- Meeting minutes will be prepared, and distributed to Committee members and the Board.

5. Accountability and Reporting

The Committee:

- reports to the MVCF Board of Directors.
- adheres to the policies and procedures of the Foundation.
- develops a fundraising budget and monitors spending.
- tracks the amount of funds raised against fundraising targets.
- provides updates for review and discussion at each Board of Directors meeting.

6. Roles and Responsibilities

The **MVCF Board of Directors** approves fundraising plans and spending, sets policy, establishes procedures, and is the public face of the Foundation.

Committee Members are responsible for sharing their time, knowledge and skills towards the planning, design and implementation of fundraising.

The **Committee Chair and Vice Chair** are responsible for:

- facilitating good governance and communications.
- ensuring group focus and effectiveness.
- calling meetings and preparing agendas.
- reviewing and issuing meeting notes and other information.

MVCA staff will provide the following supports to the Committee:

- Coordinate the booking of Committee meetings and room space at MVCA.
- Note taking at Committee meetings.
- Maintenance of Committee meeting records.
- Processing donations, issuing receipts, and overall financial tracking.

7. Representation and Sharing information

- Unless otherwise authorized, only the Committee Chair or a member of the MVCF Board may speak publicly on behalf of the Committee.
- Guest are permitted at meetings by invitation only and with prior approval of the Chair.
- Confidential information shared in meetings shall be kept in confidence.

8.0 Review

The effectiveness and membership of this committee will be reviewed in Q2 2025.