



MISSION:

The Fundraising Working Group is a working group with goals of raising funds to ensure the financial viability and stability of the organization and shall be responsible for raising capital and operating funds necessary to fulfill the goals of ILCOR.

REPORTS TO:

ILCOR Board

NUMBER OF MEMBERS:

6-15

APPOINTED MEMBERS:

- Co-Chair – Volunteer (either Council Chair or At-Large Member)
- Co-Chair - Council Exec
- ILCOR Treasurer
- Board Liaison
- Council Chairs or designee
- COI Chair
- Up to 3 At-Large members

EX-OFFICIO MEMBERS:

- Council Executives (i.e. CEO/CFO)/Staff
- ILCOR Coordinator
- ILCOR Operations Manager
- Advisor for Science & Health Advancement

QUALIFICATIONS FOR AT-LARGE MEMBERS:

- Current ILCOR volunteer
- Experience in non-profit fundraising

METHOD OF APPOINTMENT:

Initial Chairperson and members will be appointed by the Board. Positions are filled as a result of individuals occupying positions within ILCOR with the exception of at-large members.

***Co-Chairs cannot be from the same Council.**

At-Large members will follow standard nominations process. Appointment will adhere to the ILCOR policy on appointment. Open positions for members will be posted on the ILCOR website and applications will be accepted from all qualified candidates.

The ILCOR Nominating Committee will make recommendations to ILCOR Board for Members, Chair and Vice-Chair position. Appointment will be made by the Board with ratification by the General Assembly. Open positions will be posted on the ILCOR website and applications will be accepted from all qualified candidates. If all applicants are equally qualified the offer of an appointment will consider the following priorities in order:

Approved by Board: October 26, 2023

1. Representation across the taskforces.
2. Balance across ILCOR councils.
3. Balance across genders.
4. Diversity across career levels (early, mid, senior).

TERM OF OFFICE:

- Terms start July 1 and end June 30.
- The Chair and Vice-Chair are appointed for a 4-year term with eligibility for one additional 4-year term.
- Initially, members are appointed for a 4-year term with eligibility for one additional 4-year term.
- Subsequently, all member terms will be staggered for 2, 3 or 4 years.
- Non-performance will be managed in accordance with ILCOR policy.

FREQUENCY OF MEETINGS:

Every other month and as determined by the Chair.

Working group members should anticipate being available an average of 1-2 hours per month. The working group will meet at least 6 times each year either in person or via conference call.

QUORUM FOR VOTE:

Greater than 50% of voting members comprise the quorum including either Chair or Vice Chair.

RESPONSIBILITIES & OBJECTIVES**Chair:**

- With support from staff, annually submit objectives and a work plan for the working group as part of the planning and budgeting process.
- With support from staff, annually evaluate its work as a working group and the objectives it has committed itself to and report on same to the Board
- Provide leadership for the working group.
- Facilitate communication and discussion during the meetings.
- Serve as spokesperson within the organization for the working group.
- Facilitate the meeting according to the agenda.
- Create the agenda in partnership with staff support.
- Provide research as needed for the working group.
- Bring the viewpoint of the Board of Directors to the working group discussion.
- Bring action items and recommendations from the working group to the Board when necessary.
- Report Board decisions back to the working group.
- Regularly review ILCOR budget.

Members:

- Create a set of guiding principles for ILCOR fundraising to be approved by the Board.
- Create a process for independent oversight of ILCOR Development Funds and appropriate reporting to regulatory agencies.
- Create a process for both public transparency and donor recognition,
- Identify potential individual donors, foundations and businesses who could potentially provide resources to ILCOR.

- Identify other fundraising opportunities available in the community and coordinate ILCOR's presence or involvement.
- Maintain records of where contacts have been made to avoid duplication of effort.
- Expresses ideas and provides input.
- Actively participates in meetings, contributing to the discussion, brainstorming and sharing innovative ideas.
- Reviews material and provides input for improvement.
- Serves as internal/external linkages for Fundraising working group to open doors to further ILCOR's mission and vision.