

# YELLOWKNIFE MINOR HOCKEY ASSOCIATION

## SPONSORSHIP AND FUNDRAISING COMMITTEE

### TERMS OF REFERENCE

Approved: 24 July 2007

#### 1.0 PURPOSE

The Sponsorship and Fundraising Committee is responsible for overseeing sponsorship and fundraising by providing relevant advice and support to the Executive Committee and responding to direction provided by the Executive Committee.

#### 2.0 REPORTING RELATIONSHIP

The Sponsorship and Fundraising Committee shall report to the Executive Committee through the Chair or other persons appointed, from time to time, by the Chair.

#### 3.0 AUTHORITY

The Chair shall have authority to undertake tasks and spend funds consistent with the direction provided by the Executive Committee and Association policies and procedures.

The Chair may delegate specific authorities, in writing, to another committee member.

#### 4.0 RESPONSIBILITIES

The Sponsorship and Fundraising Committee is responsible for overseeing the Association sponsorship and fundraising program by:

- Reinforcing the Association Vision, Mission, Values and Operating Principles;
- Ensuring that sponsorship and fundraising is pursued in a manner consistent with Association policies and procedures, City bylaws and applicable Territorial legislation;
- Submitting funding applications and developing formal sponsorship arrangements, as appropriate
- Developing a coordinated approach to sponsorship and fundraising which ensures that:
  - effective accountability and internal controls are administered, as appropriate;
  - all divisions and programs are considered in an equitable manner;
  - sponsorship and special funding opportunities are effectively identified;
  - all sponsors are treated in a consistent manner;
  - all sponsors get due recognition for their support;

## 5.0 MEMBERSHIP

Chair: Director, Sponsorship and Fundraising

Assistant Chair: A Director, Executive Committee

Manager, Marketing and Promotions

Appointee No. 1

Additional members may be added, from time to time, upon approval of the Executive Committee.

The Committee shall conduct its business according to the Executive Committee Operating Procedures.