

BY-LAW NUMBER SEVEN  
RCEME CORPS FUND

TERMS OF REFERENCE FOR THE FUND-RAISING COMMITTEE

GENERAL

1. This By-Law provides the Terms of Reference for the Fund-Raising Committee of the RCEME Corps Fund.

TERM

2. Members of the Fund-Raising Committee shall be members in good standing of the RCEME Corps Fund. The Chair of the Fund-Raising Committee shall be appointed pursuant to the process detailed at By-Law Number Four. The Chair shall select up to five members to serve on the Fund-Raising Committee, one of whom shall be appointed as the Secretary.

RESPONSIBILITIES OF THE FUND-RAISING COMMITTEE

3. The Fund-Raising Committee is responsible to develop, coordinate and execute a fund-raising campaign to generate funds for the RCEME Corps Fund in support of its approved programmes. All fund-raising activities undertaken in the name of the RCEME Corps Fund shall be in accordance with Canadian Armed Forces Morale and Welfare Services Non-Public Property Donation and Sponsorship Policy. The specific responsibilities of the Fund-Raising Committee are:
  - a. Liaise with the LAD Network and the Heritage Committee to determine funding requirements beyond the annual RCEME Corps Fund Programme;
  - b. Develop, maintain and execute a Long-Term Fund-Raising Campaign Plan, approved annually by the BOD, to meet the funding requirements for planned activities (e.g. Major Anniversary Celebrations, Museum Operations, etc);
  - c. Develop, maintain and execute an Annual (Short-Term) Fund-Raising Campaign Plan, approved annually by the BOD, to include as a minimum an annual call for charitable donations (i.e. eligible for a tax receipt) from the membership;
  - d. Establish and maintain a network of contacts at the individual, donor group, and corporate levels to facilitate the execution of the campaign plans;
  - e. Establish a communication mechanism to maintain situational awareness of all fund-raising activities and results across the RCEME Corps Community;
  - f. Maintain oversight of all fund-raising activities across the RCEME Corps Community; and
  - g. Report progress and achievements to the BOD.

AUTHORITIES GRANTED TO THE FUND-RAISING COMMITTEE

4. The Fund-Raising Committee is authorized, within the limits prescribed by the Non-Public Property Donation and Sponsorship Policy, to seek sponsorships and donations in the name of the RCEME Corps Fund from individuals, donor groups and corporations in the execution of their approved campaign plans.
5. In respect of donations received, charitable tax receipts will be issued solely by the Corps Adjutant.