

## Terms of Reference

<b>Committee Name</b>	Foundation Committee
<b>Type of Committee</b>	<ul style="list-style-type: none"> <li>• Standing</li> </ul>
<b>Authority</b>	<ul style="list-style-type: none"> <li>• Active committee, operating within Budget.</li> <li>• Reports to Health Futures Board</li> <li>• Budget approved annually by Health Futures Board</li> </ul>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Raising funds for hospital equipment and programs</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Create and maintain various local fund-raising opportunities</li> <li>• Seek and apply for external grant opportunities</li> <li>• Manage events such as the GALA and Donor appreciation events.</li> </ul>
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Committee may have any number of members.</li> <li>• Committee members appointed by committee chair</li> <li>• Committee appointments annual, renewable.</li> <li>• Chairperson shall be a Health Futures Board member</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Meeting as needed – call of the chair</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>• GALA and Donor appreciation events are annual</li> <li>• Other events and activities as set by committee, and approved by Health Futures Board</li> </ul>
<b>Staff Support</b>	<ul style="list-style-type: none"> <li>• Coordinating with Wetaskiwin Health Foundation staff</li> <li>• May budget for private business services</li> </ul>
<b>Other Resources</b>	<ul style="list-style-type: none"> <li>• May require private services</li> <li>• Project budgets approved by Health Futures Board</li> </ul>
<b>Planning and Reflection</b>	<ul style="list-style-type: none"> <li>• Monthly reporting to Health Futures Board</li> <li>• Committee sets objectives for the year during a January meeting, as budget is developed.</li> <li>• Committee will evaluate its effectiveness annually through special meeting with Futures Advisory</li> </ul>
<b>Approval and Review Date</b>	Terms of Reference reviewed annually

### Objectives

What are the priorities for this committee over the next year?

- 1.
- 2.
- 3.
- 4.
- 5.
