

# Business Development and Philanthropy Committee

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Terms of Reference/Mandate  
**August 2020**

## **1. Introduction**

Financial sustainability, including generating revenue from multiple funding sources, is essential to the success of Nordiq Canada's high performance goals and the growth of the sport. As such, the Chief Executive Officer (the "CEO") forms the Business Development and Philanthropy Committee (the "Committee") as an operational committee of Nordiq Canada.

## **2. Purpose**

The Committee supports the CEO in developing and implementing programs to raise sponsorship and philanthropic revenues for Nordiq Canada. The work of the Committee will be fully aligned with the goals of Nordiq Canada as identified from time to time in strategic and annual business plans.

## **3. Accountability**

The Committee reports to the CEO as the Chairperson of the Committee. The Committee does not have authority to make decisions on behalf of the CEO or to bind Nordiq Canada in any way, unless specifically authorized to do so by the CEO.

## **4. Mandate**

Guided by the CEO, the Committee will contribute expertise, regional perspectives when possible, and human resources to developing and implementing Nordiq Canada non-governmental revenue generating programs. In general, the Committee will:

- a. Help develop the strategic direction and annual plans for national and regional fundraising programs in Canada.
- b. Actively help the CEO fulfill related objectives and tasks identified in annual plans.
- c. Identify and help solicit potential sponsors, suppliers and donors.
- d. Help activate and service sponsors, suppliers and donors.
- e. Engage the Board of Directors and the Athlete Advisory Committee in supporting the fundraising plan.
- f. Deliver ideas, guidance and help related to other aspects of fundraising for Nordiq Canada and cross-country ski initiatives in Canada wherever and whenever possible.

- g. Contribute to an annual program evaluation to confirm that objectives are being met and are achieving the desired results.

## 5. Membership

- a. The Committee shall be composed of:
  - a member of the Board of Directors, as suggested by the board
  - an athlete representative
  - such other members as may be identified by the Chairperson as beneficial to the Committee and who will provide a regional representation of the committee across the country
  - staff persons, such as the Events and Partnerships Coordinator and the Philanthropy Coordinator, who may be assigned by the CEO to support the activities of the Committee (ex-officio)
  - the CEO (ex-officio)
- b. The CEO will appoint members in consultation with key stakeholders.
- c. The membership term is one year expiring in September and is renewable.

## 6. Chairperson

- a. The CEO will be the Chairperson of the Committee.
- b. The Chairperson is responsible for
  - providing leadership to the Committee (e.g., convening meetings; developing agendas; assigning, supervising and coordinating the Committee work)
  - representing the Committee in communication

## 7. Decision-Making

Decision-making is limited to providing advice and recommendations. The Committee shall endeavor to operate by consensus. In case of disagreement, committee members shall cast votes.

## 8. Meetings

- a. The Committee shall determine a meeting schedule that facilitates achievement of the Committee's on-going work and will meet at least four times each year.
- b. Meetings may be by phone, in person, or by any other means that facilitates simultaneous communication of attending Committee members.
- c. The Committee will keep a record of recommendations and decisions and provide this record to the CEO.
- d. A quorum for each meeting of the Committee shall consist in at least 60% of the Committee's voting members (ie excluding ex-officio members).
- e. The Committee will invite Directors and Committee chairpersons of other Nordiq Canada programs to attend meeting that may have implications for their program areas or where their advice is indicated.