

## Terms of Reference

### Fundraising, Canadian Military Wives Choirs Association

#### Overall Role:

1. To oversee the administration and coordination of fundraising for the Canadian Military Wives Choirs Association and by extension all Canadian Military Wives Choirs, within the guidelines of Canadian entertainment and not-for-profit law and the constitution and bylaws of the Canadian Military Wives Choirs Association (CMWCA).

#### Responsibilities:

1. Grant writing and application completion
2. Searching for appropriate grants and advising the Association
3. Reviews and approves of minutes of previous meetings at each regular meeting
4. Reviews and approves monthly financial statements at each regular meeting
5. Acts as the spokesperson for the CMWCA or delegates as appropriate when there are interested contributors.
6. Advocates for potential fundraising opportunities of choirs—locally, regionally, nationally and internationally
7. Assists choirs in management of fundraising events if requested or necessary
8. Mentors potential new CMWC members
9. Attends external meetings, conferences etc. as appropriate
10. Holds voting rights as a member of the association's board of directors.
11. Attends association board of directors' meetings.
12. Reviews and approves of minutes of previous meetings at each regular meeting
13. Reviews and approves monthly financial statements at each regular meeting
14. Obtains a Criminal Record Check within 6 months of taking up the position.

#### Skills/Experience needed:

1. Grant Application Writing Experiences is a big asset
2. Willingness to devote the necessary time and effort
3. Strategic vision for all of the choirs.
4. Good, independent judgment
5. Ability to think creatively
6. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
7. Ability to work effectively as a member of a team