



# PETERBOROUGH NEW HORIZONS BANDS

## Fundraising Committee Terms of Reference

### Approval:

Date: February 19, 2026

President: Marcia Johnston

Board Secretary: Lisa Witherington

**Purpose:** The Committee supports the mission and sustainability of the PNHB by planning, coordinating and executing various fundraising initiatives, beyond general income related to Membership dues, Instrument rental/sales and Concert proceeds.

### Mandate:

The committee is responsible for:

- Developing and recommending an annual fundraising plan with goals, timelines and budget estimates to the Board.
- Researching opportunities and methods to raise funds.
- Organizing and delivering fundraising events, campaigns, and donor-engagement activities.
- Identifying and pursuing grant opportunities, sponsorships, and partnerships.
- Ensuring fundraising activities align with PNHB values, policies, and all provincial and municipal requirements.
- Promoting a culture of philanthropy within the PHNB community and encouraging volunteer support for fundraising activities.
- Maintaining accurate records of fundraising revenue and expenditures; and coordinating the receipt of funds with the Treasurer.
- Receiving reimbursement for any expenses as per the Financial Controls policy.
- Ensuring regular communications are maintained with an appointed *Board Liaison* contact.
- For each fundraising venture, creating an operational plan and budget, and seeking approval via the *Board Liaison* if the plan exceeds any Board approved budget, prior to implementation.

### Composition:

The Committee will consist of a core team of at least 2-3 people, including a Board appointed Chair, which will organize and/or coordinate individuals, sub-committees and task teams for specific undertakings.

### Meetings:

Meetings will generally be held monthly, or more frequently as required during active fundraising periods, either in person or remotely. Minutes of discussions and actions will be recorded.

### Terms of Membership:

One year renewable (with 2-3 years being preferred).

### Skills needed:

General writing, computer, interpersonal and organizational skills, with additional skills being fundraising venture dependent.



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## Revision History:

<b>Date</b>	<b>Description</b>	<b>Who</b>
2026-02-19	Updated to reflect current requirements.	Evan Thomas
2023-12-08	Created.	Bev Murphy