



Outdoor Play Canada
Sustainability and Fundraising Committee
Terms of Reference

1. ROLE/PURPOSE

The purpose of the Sustainability and Fundraising Committee is to coordinate and oversee the cultivation, development, and implementation of Outdoor Play Canada (OPC) long-term sustainability and fundraising activities by providing related leadership and advice.

2. TERMS

The term for each member of the Sustainability and Fundraising Committee is two years (renewable) with terms of inaugural members staggered (e.g., half with one year term initially).

3. MEMBERSHIP

The Sustainability and Fundraising Committee will comprise the Chair (who will also be an OPC Board member) and at least three additional members, who may or may not be Board members and a support person from OPC staff.

4. ROLES AND RESPONSIBILITIES

The Sustainability and Fundraising Committee will help the Board fulfill OPC sustainability and fundraising activities, and will be responsible for the following:

- Identifying and reviewing with the Board of Directors on potential and appropriateness of new sustainability and fundraising opportunities
- Assisting the Board of Directors with developing an overall sustainability and fundraising strategic direction and plans
- Providing leadership for the implementation and management of sustainability and fundraising activities
- Leading/assisting with the development of project proposals for donations, projects, and sponsorships with support from the OPC Board and staff
- Evaluating sustainability and fundraising activities/initiatives for effectiveness and reporting to the Board of Directors at least annually
- Assisting with developing marketing and promotional materials related to OPC sustainability and fundraising initiatives
- Performing other sustainability and fundraising-related duties as assigned by the Board of Directors



The Chair of the Sustainability and Fundraising Committee will serve as a voting member on the Board of Directors. Under the direction of the Chair, the support person will coordinate meetings, agendas, minutes and provide other administrative support as required.

5. MEETINGS

Meetings will be held on an as-needed basis (but no less than twice per year) via Zoom or equivalent. Quorum for meetings will be a simple majority (50% plus one) of existing members. More frequent communication among committee members will occur through email or telephone. Decisions will be made by consensus; if not possible, a simple majority vote will prevail. Meeting agendas/minutes will be provided by the OPC support person or designate.

6. BUDGET

The committee has no budget per se. All initiatives and suggestions that have associated costs will be brought to the Board of Directors for approval.

7. AMENDMENT, MODIFICATION OR VARIATION

This Terms of Reference may be amended, varied, or modified through a motion made to the OPC Board of Directors.