

Terms of Reference of the Resource Development Committee

1. Purpose

The purpose of the Resource Development Committee is to contribute to HFH's stability and growth through a fundraising strategy that includes initiatives based on the priority sources identified (individual donors, corporations, etc.). In addition, continuously follow up on these initiatives and provide support for key actions, while at the same time contributing to and monitoring the organization's strategy for positioning in society.

2. Membership and composition

The Resource Development Committee will be a permanent Committee of the NSC. The Committee Chair must be a member of the NSC as Vice Chair. The two representatives of the NSC should be people exercising good public relations management and with access to different forums of organized civil society, business sectors, and government. The Chair of the NSC will propose a person to be the Committee's chair and subsequently ratified by the NSC. That person will in turn propose Committee members, who must also be ratified by the NSC. The following may be considered as members: outgoing NSC members, associates, or expert external volunteers who can substantiate their incorporation. Appointments will be for a period of one year and can be extended for an additional year subject to NSC agreement. In addition, the ND and head(s) of the Fundraising and Communication areas of the organization's management will be ex-officio members. It is recommended that the number of members be no more than five.

The members of the Resource Development Committee will have voice and vote, and decisions will be made by simple majority.

3. Responsibilities

- i. Contribute to the National Organization (NO) in designing the overall resource mobilization strategy and monitor that strategy
- ii. Guide and monitor the strategic positioning strategy at national level
- iii. Actively encourage and support fundraising plans for small and large donors, corporations, FOI, etc.
- iv. Promote and monitor the model of alliances with public and private sectors considered most suitable for the institution
- v. Present an annual report on progress toward financial sustainability

4. Meetings and Reports

It is recommended that the Resource Development Committee meet monthly. Meeting agendas will be prepared and provided to members beforehand, when possible, along with any appropriate informational materials. Minutes of the meeting will be recorded, and the Chair will inform the NSC regarding meeting results.

5. Resources

Under prior coordination with the ND and authorization by the NSC, the Committee may hire professionals to advise on fulfilling its duties and responsibilities. The Committee may request any organization official, internal or external, to attend a meeting as guest, or meet with any Committee member or adviser subject to prior authorization by the ND.