

CORPORATE AND PHILANTHROPIC DEVELOPMENT COMMITTEE TERMS OF REFERENCE

POLICY TITLE: CORPORATE AND PHILANTHROPIC DEVELOPMENT COMMITTEE TERMS OF REFERENCE

DATE DRAFTED: AUGUST 2010; RE-DRAFTED JULY 2011 and SEPTEMBER 2012

REVIEWED: DECEMBER 2018

NEXT REVIEW: DECEMBER 2018

Purpose

The purpose of the Corporate and Philanthropic Development Committee is to seek opportunities that will bring revenue and potential long-term partnerships that support the work of the International Society of Nurses in Cancer Care. The Corporate and Philanthropic Development Committee works with the ISNCC Finance and Audit Committee and reports to the ISNCC Board of Directors.

Objectives

The primary objective of the Corporate and Philanthropic Development Committee is to diversify and secure revenue to achieve mission outcomes by performing the following functions:

- Generate strategic alliances with key groups and organizations that will best serve the business development, values and mission of the Society
- Source potential grants/opportunities and write business case/applications to fund strategic initiatives
- Seek and support Society members interested in business development activities
- Set annual targets with the Finance and Audit Committee
- Review/monitor success of business activities and report to the Executive and Board of Directors
- Develop a system for identification of corporate, foundation and philanthropic funding opportunities.
- Promote and market ISNCC's involvement in cancer control to potential partners

Membership

The membership of the Corporate and Philanthropic Development Committee will include:

- Chair - Corporate and Philanthropic Development Portfolio Board Director
- Committee Members – Up to 8 covering all six WHO Regions where possible, of whom one will be appointed as Vice Chair. Committee members will possess demonstrated track records in seeking/sourcing external funding and have financial experience and grant writing skills.
- ISNCC Treasurer-Secretary

- ISNCC President, and President-Elect/Immediate Past President (ex officio)

Appointment to the Committee

- Non-Board Committee Members are appointed by the ISNCC Board of Directors following a call for expressions of interest to all Full Members, Associate Members, Individual Members and Global Citizens.
- The Vice Chair is appointed by the ISNCC Board from the Non-Board Committee Members. The Vice Chair normally serves one year of their three year term in the role of Vice Chair, with the option of renewal for one further year.

To maintain membership of the Committee, members must:

- Actively participate in a minimum of 5 meetings or 60% of the scheduled meetings per annum
- Maintain membership of ISNCC for the duration of their term on the Committee, either through their membership of an ISNCC Full Member, or as an Individual Member or Global Citizen

Terms of Office

- ISNCC Board members who are members of the Committee maintain their position for their elected Term of Office
- Other committee members serve a 3 year term with a maximum of 2 terms
- The Immediate Past Committee Chair may remain on the committee to facilitate transition for 1 term or less as agreed and approved by the ISNCC Executive.

Meetings

- Meetings will be held by video/teleconference. Face to face meetings may be scheduled at ISNCC Events.
- The Committee will meet at least 5 times each year as a minimum requirement.
- The Agenda will be prepared by the Chair and circulated at least 5 days before the meeting.
- Minutes will be recorded by the Vice Chair (or designee) and circulated at least 10 days following the meeting.

Reporting

- Bimonthly status reports for discussion at ISNCC Board of Directors
- Annual report for inclusion in the ISNCC Annual Report.

Review

- The terms of reference are reviewed at least once every two years