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# Advancement Committee Terms of Reference

## Mandate and Role

The Advancement Committee advises the AAO Board of Directors on matters relating to fundraising opportunities, with a focus on:

- Recruiting and supporting members, including work with the Student Outreach Subcommittee
- Identifying opportunities for collaboration and resource-sharing among like organizations
- Researching new and sustainable sources of funding
- Identifying Association-based projects that may be used for fundraising initiatives

## Responsibilities

- Organizing conference sponsorship
- Giving Tuesday
- Considering requests for support from other organizations

## Membership

The Advancement Committee is comprised of up to 10 AAO individual members in good standing and one Board liaison. The Chair is selected by the Committee.

## Terms of Membership

Members serve on the committee for a two-year term.

## **Meetings**

The Advancement Committee meets no less than four times a year via teleconference. Meetings are scheduled by the Committee Chair.

## **Reporting**

Minutes of each meeting of the Committee will be recorded with a copy placed in the Committee's Google Drive folder. Members will share minute-recording duties on a rotating basis.

The Committee Chair is responsible for preparing written reports on behalf of the Committee for submission to the Board twice annually: (1) for the spring Annual General Meeting and (2) for the autumn Leadership meeting. Additional reports may be submitted upon completion of a specific activity.

## **Resources and Finances**

All expenditures proposed by the Committee shall first be approved by the AAO Board. Any financial requirement should be identified when possible prior to the approval of the AAO's annual operating budget.

## **Communication**

The Committee communicates using the AAO teleconference system.