



Boys & Girls Clubs



Big Brothers Big Sisters

Boys & Girls Clubs Big Brothers Big Sisters
of Edmonton & Area

**Advisory Committee
Lobster Lovers
Terms of Reference – DRAFT**

A. Roles & Responsibilities

The Advisory Committee will assist in the planning, implementation and evaluation of Lobster Lovers Feast, a signature fundraiser held every fall, with the aim of enhancing the participant experience and increasing the amount raised. In 2015, the event raised \$175 000 in profit. With the slower economy last year, we raised over \$144 000 in 2016 to support mentoring and after school programs for 5000 children and youth in our community!

B. Membership

Membership shall be comprised of up to 12 community leaders who have experience in fundraising, networking, and community and corporate relations.

Membership will be reviewed annually by the Executive Director in relation to the committee's mandate and needs.

We request that individuals interested in serving on this committee complete a minimum of a 2 year term.

C. Committee Activities:

- Monthly meetings in person or via phone call (from February to November)
- Assisting in soliciting sponsorships & in-kind items for auction and/or raffles
- Assisting in selling tickets/tables for the event
- Attending the Lobster Lovers Feast (Date for 2017 TBD)

D. Co-Chair

The committee will be led by a Volunteer Co-Chair, working alongside the Staff Co-Chair (Fund Development Manager). The role of the Co-Chair includes providing leadership to the committee members around soliciting sponsorships, donations and selling tables and tickets, as well as providing overall long-term strategic planning for the event.

E. Meetings

1. Frequent communication by e-mail will be required to actively evolve prospective relationships (sponsors, ticket buyers, donors) between formal meetings
2. Notes will be taken and action items will be translated and distributed to the committee within one week of the meetings
3. Meetings will be supported with an agenda and materials which will be distributed in advance

F. Staff Support

This Advisory Committee will be supported by staff of the Fund Development Department of Boys & Girls Clubs Big Brothers Big Sisters of Edmonton, including the Fund Development Manager and the Special Events Coordinator.

A Note from Liz O'Neill:

All of us at Boys & Girls Big Brothers Big Sisters of Edmonton & Area thank you from the bottom of our hearts for your support of children in our community and beyond. Because of your investment of time, thousands of kids in our community have access to people and places that are the foundations for their future.

Every day we see the examples of success and impact on our children and families. Every piece of our work is intentional, informed and evaluated. It's so important to us that we honour the time you invest in our community's kids and we're just so very grateful for your support to build a brighter future, one child at a time.

For more information or if you are interested in being a champion of our children in this way, please contact Danisha Bhaloo, Fund Development Manager, at Danisha.bhaloo@bgcbigs.ca or 780-822-2515 to set up a meeting.