



# TORONTO COMMERCIAL REAL ESTATE WOMEN

## Community Outreach and Giving Committee Mandate

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### 1. Role and Responsibilities

The Community Outreach and Giving Committee allocates grants partially administered through an endowment fund established with the Toronto Foundation in 2006 and is empowered to source and identify worthy charitable organizations to which these funds should be donated. The Committee also looks for opportunities to support agencies through volunteer programs, which allow Toronto CREW members to directly help women in need.

### 2. Reporting

The Committee will report to the Past Presidents Advisory Council (the "Council") which will report to the Board of Directors (the "Board") of the Toronto Commercial Real Estate Women (the "Corporation"). The Board liaison and Council liaison will be the Past President. A monthly written update is to be provided for Council and Board review and quarterly updates provided at the leadership meetings.

### 3. Composition of Committee

The Committee shall be comprised of a Chair or two co-Chairs and a Vice Chair or two co-Vice Chairs. The Chair(s)/Vice Chair(s) should actively encourage and recruit new Committee members. A larger Committee is beneficial so that Sub-Committees can help coordinate and plan volunteer events. Continuity and new ideas are equally important.

### 4. Logistics/Communication

- Create and keep the Committee team organized and focused
- Set meeting dates, agendas, and update Committee as required
- Distribute meeting agendas/minutes of meetings to Committee
- Coordinate updates/newsflashes for the Toronto CREW weekly emails and website. All material to be submitted in final draft format per applicable timelines.
- Report to the Council and Board on Committee activities/updates as required
- Determine activities and create "To do" lists as required

### 5. Mandate

- Act as selection committee for charities
- Investigate, solicit proposals and meet with charities requiring funds
- Prepare a budget and review on an annual basis
- Solicit funds from sponsors and members, if required
- Manage relationship with Toronto Community Foundation



- Manage relationship with charity recipients
- Promote the Community Outreach and Giving Committee and Toronto Foundation to members and sponsors
- Present cheques to the chosen charities at the Golf Tournament
- Work with charities to develop volunteer programs which involve Toronto CREW members, such as organizing employment panels and interview sessions.

#### Creation and maintenance of budget

- Establish the expense budget
- Obtain budget approval from the Board
- Monitor and maintain the budget
- Approve all invoices, request payment through Toronto CREW

#### Liaise with other Committees

- Golf Committee – re attendance by charity representative and presentation of cheque at the event
- Marketing and Communications Committee – re e-blasts for volunteer days. All material to be submitted in final draft format per applicable timelines.
- Toronto CREW Administrator – re cheques for chosen charity

#### Stated objective and funding criteria for charities

- To support women in financial need towards a successful and sustainable livelihood
- To support program funding for women in need in Southern Ontario
- A connection to real estate is considered in the selection process
- To fund programs as opposed to capital campaigns or administrative costs

## **6. Authority Level**

The Committee has full authority to source various charities and make recommendations to the Council and as approved by the Board. The Committee has full authority to plan and organize the various volunteer days once approved, in principle by the Council and the Board.