

Riel-Evate Endowment Fund Committee

Terms of Reference

1. Background

The Riel-Evate Endowment Fund Committee (Committee) is tasked with raising funds for the Riel-Evate Fund (Fund), an endowment fund established by the Louis Riel School Division Trust (LRSD Trust) with the Winnipeg Foundation (Foundation). This formal agreement was passed by motion at the regular meeting of the Louis Riel School Division (LRSD) Board of Trustees (the Board) on May 7, 2019.

Upon receipt of an annual statement from the Foundation, and a disbursement of funds made to the LRSD Trust, the Committee makes a recommendation to the Board regarding the spending of the funds. The final approval rests with the Board and is formalized at a regular meeting of the Board.

All activities related to the Fund, including fundraising, fall under the umbrella of LRSD Trust, a registered charity with charitable status granted by the Canada Revenue Agency (CRA), and must comply with all CRA Fundraising Guidance and legislation.

2. Objectives

The sole objective of the Committee is to raise money for the Fund, which is invested with the Foundation. Disbursements may be used to provide scholarships, bursaries and financial awards to support formal post-secondary educational programming to graduating students who are qualifies donees, and in support of school community initiatives and programs who are also qualified to receive support.

3. Members

One LRSD Trustee will be appointed by the board to serve as Committee Chairperson. One LRSD Trustee will be appointed by the board to serve as a member of the Committee. A maximum of seven additional individuals from the LRSD community will serve as members. Of these, the Committee will designate one as Co-Chair of the Committee.

All community members, and the Committee Co-Chair, will be appointed to the Committee by motion at a regular meeting of the board.

Support will be provided by the LRSD Assistant Secretary-Treasurer, and the Administrative Assistant to the Superintendent as outlined in #4 below. Additional LRSD staff time commitments must be approved and assigned by the Superintendent of Schools and CEO.

4. Committee member responsibilities and length of term

Chair

- Remain an active and working member of the Committee in carrying out tasks and duties in support of any activities committed to
- Remain familiar with the agreement between the LRSD Trust and the Foundation
- Remain familiar with all CRA Fundraising Guidance and requirements, and the responsibilities of maintaining registered charity status
- Draft meeting agendas in consultation with the Co-Chair and circulate to Committee members
- Preside at all Committee meetings
- Review minutes before circulation to the Committee
- Provide regular updates to the Board
- Represent, and speak on behalf of, the Committee
- Submit an annual report to the Committee and to the Board
- Serve a two-year term

Co-Chair

- Remain an active and working member of the Committee in carrying out tasks and duties in support of any activities committed to
- Remain familiar with the agreement between the LRSD Trust and the Foundation
- Remain familiar with all CRA Fundraising Guidance and requirements, and the responsibilities of maintaining registered charity status
- Assist the Chair in drafting meeting agendas
- Preside at Committee meetings in the absence of the Chair
- Review minutes before circulation to the Committee
- Provide updates to the board in the absence of the Chair
- Assist Chair with preparation of an annual report to the Committee and the Board
- Serve a two-year term

Trustee member

- Remain an active and working member of the Committee in carrying out tasks and duties in support of any activities committed to
- Remain familiar with the agreement between the LRSD Trust and the Foundation
- Remain familiar with all CRA Fundraising Guidance and requirements, and the responsibilities of maintaining registered charity status
- Serve a two-year term, staggered to the term of the Chair

Committee member

- Remain an active and working member of the Committee in carrying out tasks and duties in support of any activities committed to

- Remain familiar with the agreement between the LRSD Trust and the Foundation
- Remain familiar with all CRA Fundraising Guidance and requirements, and the responsibilities of maintaining registered charity status
- Serve a two-year term

Assistant Secretary-Treasurer

- As a designated accounting professional, assist the Committee and the Board with interpretation of the CRA requirements of a registered charity
- Provide financial information to the Committee regarding the Fund

Administrative Assistant to the Superintendent

- Record meeting minutes and distribute approved minutes to Committee members
- Arrange meeting invitations for Committee members

5. Role of the Louis Riel School Division Board of Trustees

The Board approves all fundraising activities and the spending of disbursed funds as recommended by the Committee. The Board is responsible for ensuring that the activities of the Committee comply with the agreements between the LRSD Trust and the Foundation, and adhere to CRA guidelines for registered charities and all relevant legislation as advised by the Assistant Secretary- Treasurer.

Trustees are to be familiar with the agreement between the LRSD Trust and the Foundation.

6. Meetings

- Meetings will occur monthly at a minimum and as needed.
- Remote attendance via TEAMS or other electronic means will be facilitated for a member(s) not attending in person.
- Two-thirds of the Committee members must be in attendance, in person or via electronic means for a meeting to take place.

7. Decision making

The Committee will strive for consensus when deciding on recommendations to be brought to the board and will use voting when there is no clear agreement.

Two-thirds of the Committee members must be present for a vote to take place.

Voting will occur by a show of hands.

The Committee will review these terms of reference annually. Changes may be brought to the Board for consideration and approval at any time.

All members agree to adhere to the policies and procedures of the Louis Riel School Division as it pertains to confidentiality, conduct and the resolution of concerns.

The Committee records are subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA) and are governed by the Louis Riel School Division's Records Retention Policy.