

BURMAN UNIVERSITY COMMITTEE OF 100

TERMS OF REFERENCE

Name of Committee: Committee of 100

Mandate: The mandate of the Committee of 100 (Committee) is to:

1. assist in Burman University improvement fundraising endeavours;
2. promote the advancement of Burman University in all aspects of its operations;
3. select projects to be funded from donations; and
4. approve all Committee financial expenditures.

Authority: The Committee derives its authority from, and is responsible to, the President of Burman University.

Fiscal Year: January 1 to December 31

Funds: The funds of the Committee will be held in trust by the university. All expenses of carrying out the functions of the Committee will be covered in the Burman University Advancement budget.

Membership, Committee of 100

Membership: The members of the Committee shall be those who give a minimum of \$500.00 annually to the Committee of 100 fund.

Officers: The officers of the Committee shall consist of a Chairperson, Vice Chairperson, Treasurer, and Secretary. The members shall select the officers.

Duties of the Officers:

Chairperson: The duties of the Chairperson shall be to prepare an agenda, convene, and preside at the annual meeting of the Committee and the meetings of the Board of Directors.

Vice Chairperson: The duties of the Vice Chairperson shall be to serve as Chairperson in the absence of the Chairperson and to perform any other duties assigned.

Treasurer: The duties of the Treasurer shall be to work with the accounting office in maintaining an accurate accounting of committee funds.

Secretary: The duties of the Secretary shall be to take, keep and arrange for the distribution of minutes and supporting documents of all meetings.

Board of Directors

Board of Directors: The Board of Directors (Board) shall consist of the following:

1. the officers of the Committee;
2. the following officers of Burman University, serving as ex officio members: the President; the Vice President for Finance; the Director, Donor and Alumni Relations; and the Senior Development Officer;
3. four (4) other members selected from the Committee members and serving four-year terms on a rotating basis.

Duties of the Board of Directors: The duties of the Board of Directors shall be to:

1. recommend projects to the membership for acceptance;
2. receive regular accounts of the Committee funds, ensure members are informed regarding use of funds, and carry out other items as may arise;
3. receive and distribute lists of members in cooperation with the Burman University Office of Advancement;
4. encourage additions to membership and ensure funds are collected; and
5. facilitate communication between the Burman University administration and the Committee of 100.

Executive Committee, Board of Directors

Executive Committee of the Board of Directors (Executive Committee) shall consist of:

1. the ex-officio members; and
2. the officers of the Committee.

Duties of Executive Committee of the Board of Directors

1. to research possible projects for funding to be presented to the Board;
2. to serve as the Nominating Committee for all board vacancies; and
3. to perform any other functions assigned by the Board.

Terms of Office, Elections, and Meetings

Term of Office: The term of office shall be four years with rotating nominations. None of the elected members of the Committee or Board may serve more than two consecutive terms in the same position.

Elections: Elections shall occur at the annual meeting held on the Sunday of the June Homecoming. Members will be encouraged to submit nominations for vacancies and/or volunteer to submit their name for consideration.

Meetings: The annual meeting shall be held during the June Alumni Homecoming weekend.

Special meetings of the Committee may be held, as necessary. These meetings may be called and may take place by teleconference/video call. Adequate notice must be given for any special meeting and an agenda distributed so that members have opportunity to prepare for the business of the meeting. Meetings of the Board of Directors may be called as required.

Quorum: A quorum shall consist of the members present and connected to the meeting through teleconference, video and in person at any duly called meeting.

Voted June 4, 2023