

Breast Health/ Run for Our Lives Committee

All Committees of the Stanton Territorial Hospital Foundation (STHF) Board operate under the parameters of Board Policy: Committees.

Mandate:

STHF participates in raising funds to support breast cancer initiatives that will benefit residents of the Northwest Territories (NWT). This is coordinated through the Breast Health/Run for Our Lives (RFOL) Committee.

Criteria:

This funding will be provided to organizations, including the Stanton Territorial Hospital, to assist in offsetting the costs of programs, projects and equipment and other capital related to breast cancer in the areas of:

1. Prevention
2. Awareness
3. Education
4. Treatment
5. Research

Funding is intended to benefit as many residents of the NWT as possible and will not be provided for the sole benefit of individuals. From time to time, the Committee may recommend providing funding to an individual directly if there is a demonstrated benefit to a larger group (e.g. covering the cost of an individual to attend a conference on breast cancer).

Purpose:

The STHF Breast Health/RFOL Committee (Committee) raises and manages funds to advocate for and promote breast health initiatives, as approved by the STHF Board, for the people of the NWT. This will be done by raising money through various events; the main one being the annual Run for Our Lives. The Committee can also accept donations intended for breast cancer related initiatives and programs. The funds will be used for programs/services, supporting equipment and research related to breast health and breast cancer in the NWT. The Committee shall maintain the discretion to recommend a portion of the funds raised each year be spent on finding a cure by sending a cheque to an organization supporting national or international breast cancer research.

Membership:

The Breast Health/RFOL Committee will have at least five members, one of whom shall be the Executive Director of the STHF, and at least one of whom shall be a Director of the STHF Board who will act as liaison between the Board and the Committee. One member of the Committee shall be the Run Director for the annual Run for our Lives event.

Proposal and Approvals:

All funding will be distributed based on a Proposal submitted from the applicant. All committee recommendations, including those concerning the disbursement of funds from the Breast Health Fund, shall be forwarded to the STHF Board for approval. Accountability agreements will be entered into between STHF and the recipient.

Breast Health Fund:

All funds raised or accepted by the Breast Health/RFOL Committee shall be accounted for separately from other funds raised or received by the STHF. The Breast Health Fund shall include:

- Money raised by fundraising events organized by the Breast Health/RFOL Committee.
- Money received from donors that direct that the funds should be allocated to RFOL/Breast Health initiatives.
- Money received from related fundraising initiatives or donations of other organizations.
- Revenues earned from investing Breast Health related funds.

Functions:

The Breast Health/RFOL Committee will:

- Develop an annual plan of events. The plan will identify the event, briefly describe any new event and include an estimated budget.
- Arrange for and oversee the organization of the annual Run for Our Lives event and other fundraising events undertaken by the Committee.
- Appoint a Committee member as Director to oversee each event.

- Monitor the success of fundraising events by preparing a summary evaluation of each event to be presented to the Board.
- Submit regular activity reports to the STHF Board.
- Recognize donors and sponsors in a manner that fits within STHF Donor and Sponsors Recognition Policies
- Manage the Breast Health Fund as per Fund Management below.

Fund Management:

Funds in the Breast Health Fund must be used for breast health/breast cancer initiatives, and related administration costs, including research, services, and other initiatives that further the purpose of the Committee.

The Committee will:

- Develop a Funding Allocation Plan to articulate priorities.
- Review the Funding Allocation Plan annually to determine if it should be amended, extended or redone.
- Determine gross and net revenues earned for each event; report on net revenues earned and early in the new year; and annually recommend to the Board how net revenues from the previous year should be allocated or distributed.
- Enter into accountability agreements with recipients receiving program funding.
- Consider proposals requesting funding. The Committee must be satisfied that proposals meet the Criteria above and other related sections of the Terms of Reference.
- Determine and submit funding allocations to the STHF Board for approval.
- Monitor and assess compliance with proposals.

Administration:

A critical part of the administration support provided by the STHF Board office shall include audit services, disbursement of funds, developing and managing budgets; and services for fundraising events including issuing tax receipts, paying bills and general office duties including communication. The Breast Health Fund shall be charged a minimum of \$25/hour for these functions, and administrative costs such as audit fees will be paid at cost.

Frequency:

The Breast Health/RFOL Committee will meet as required.