Terms of Reference - The Donor Prospect Clearance Committee

Authority
The Donor Prospect Clearance Committee is established under the authority of the Director of Alumni Affairs and Development to match solicitors and projects in order to maximize philanthropic support for the University’s greatest priorities.

Mandate and Responsibilities
The Committee has overall responsibility for reviewing all Donor Prospect Clearance submissions and for deciding on an appropriate course of action.

Its mandate is:
- To apply the principles of Prospect Clearance specified in the Donor Prospect Clearance Policy and its related Procedures.
- To decide on the best relationship manager for a particular prospect or project.
- To ensure all individuals who wish to solicit gifts on behalf of the University are subject to the same Donor Prospect Clearance process.
- To be involved in the operational aspects of Donor Prospect Clearance, including resolution of competition for prospects.
- To undertake periodic reviews using the Donor Prospect Clearance Procedures to meet the changing needs of prospects and projects.
- To educate staff, volunteers and other stakeholders about the Donor Prospect Clearance Policy and its related procedures.
- To coordinate major solicitations of prospective and existing donors.

The Committee is guided by:
- Donor Prospect Clearance Policy
- Naming Opportunity Policy
- Solicitation of Gifts Policy
- Any other legal requirements

Membership
The membership of the Donor Prospect Clearance Committee ensures that input regarding the University’s mission and its fundraising priorities are coupled with the best advice of professional fundraisers to maximize fundraising success.

Specifically, the Donor Prospect Clearance Committee consists of:
- The Director of Alumni Affairs and Development (The Chair)
- The Associate Director of Development
- Development Officers
- Representative from the Grenfell Campus
- Representative from the Marine Institute
- Prospect Research Officers
- The Campaign Director (when applicable)
- Donor Relations/Stewardship Officer

**Operations**

The Chair receives Donor Prospect Clearance forms through the contact indicated and ensures consideration of proposals in a timely fashion, normally within one month. Applicants are notified of the date of meetings wherein their proposal will be reviewed.

Once a decision has been rendered, the Applicant will be advised normally within one week of the Committee’s meeting.

Clearance will be denied when the prospective donor:

- is in the process of deciding on another current University proposal;
- has been cleared for solicitation to another University applicant;
- has indicated a desire not to be solicited at this time;
- has recently made a major contribution or pledge, in which case clearance may be approved later;
- is known to be involved in activity that is not aligned with the mission, values and strategic plan of the University (as determined by the Board of Regents)
- or, when the project may jeopardize a future gift.

April 2013