



Fund Development & Facilities Committee Terms of Reference

1. Authority

The Fund Development & Facilities Committee operates under the authority granted in Article Four of the University Bylaws and is accountable to the Board of Governors.

2. Mandate / Purpose

This committee adheres to the Bylaws of St. Mary’s University. The Fund Development and Facilities Committee shall oversee the general development and fundraising activities of the University and report to the Board of Governors with respect thereto. In particular, the Committee shall:

- 2.1 Participate in the setting of development policy, and as appropriate recommend policy to the Board.
- 2.2 Review and recommend detailed three-year fundraising goals and fundraising plans to the Board as an integral part of the Board’s annual review and approval process for the University budgets.
- 2.3 Review of actual amounts raised versus fundraising goals quarterly and report to the Board.
- 2.4 Provide leadership and participate in and support donor prospect identification, cultivation, solicitation, and stewardship initiatives between and during major fundraising campaigns.
- 2.5 Implement and review the St. Mary’s University Facilities Master Plan.
- 2.6 Review and recommend to the Board both Capital and facility renewal projects (real property and University infrastructure).
- 2.7 Annually review the terms of reference of the Committee and recommend to the Board any required changes.

3. Chairperson and Membership

The Committee shall consist of the Chair and at least two other Governors, the President and/or designates, and up to three external members at the discretion of the Chair. All members shall be confirmed by the Board of Governors.

4. Limits on Authority

The Committee does not have decision-making authority except where, and to the extent that, such authority has been expressly delegated or assigned by the Board in these Terms of Reference or by a resolution of the Board.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Board of Governors	Governance & Nominating Committee	December 4, 2025	April 16, 2026	Annual

5. Reliance on Management and Experts

The Committee may enlist the assistance of any member of the University and any professional that it deems useful in its work. Prior to engaging any professional services, the Committee must obtain Board approval.

6. Limitations on Committee's Duties

In contributing to the Committee's work, each member of the Committee shall be obligated only to exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances. No Committee member is subject to a standard of care or diligence that is in any way more onerous or extensive than the standard to which all Governors are subject.

7. Meetings

Meetings shall be at least quarterly. A record of documentation shall be kept by the University Secretary. A quorum shall consist of a majority of members.

8. Decision-Making Process

The Committees will vote on motions with a simple majority required. The Chair shall only vote in the event of a tie. All members of this committee shall be voting members, yet the Office of the President shall have only one vote when the President, Vice President of Finance & Administration, and the Vice President of External Relations are present. All Committee motions serve as recommendations to the Board of Governors.

9. Reporting to the Board

The chair will provide a written and/or verbal report for each Board Meeting and as required.

10. Annual Work Plan

The Committee shall develop and approve an annual work plan to be provided to the Board for information.

11. Review of Terms of Reference

The Committee shall review its Terms of Reference annually and recommend any necessary revisions to the Board of Governors for approval.