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Roles and Responsibilities

The table below establishes roles and responsibilities of Advancement and Community Relations and other college departments in fund development. Role clarity will facilitate the creation and stewardship of donor relationships, while encouraging internal collaboration and accountability.

Step		Activity	Advancement and Community Relation's responsibilities	Collaborative departments' responsibilities
<i>Proactively seeking</i> support of any kind.		The college proactively approaches external organizations and individuals to ask for resources.	<ul style="list-style-type: none"> • Develop policy and processes. • Actively seek and attain support for college priorities. • Maintain records, facilitate adherence to policy and process. • Provide guidance to other departments. 	Other departments may engage with potential donors though they must first connect with Advancement to ensure existing relationships are respected, and that outreach to prospective donors is coordinated.
<i>Responding</i> to an offer of support of any kind.		External organizations and individuals offer to provide resources to the college.	Facilitate processes to evaluate offers to provide support.	Other departments will: <ul style="list-style-type: none"> • Express interest and facilitate the relationship. • Seek guidance from Advancement and Community Relations before indicating whether the support offered will be accepted or received
<i>Receiving</i> gifts.	Gift in Kind.	A physical item or items is provided to the college.	<ul style="list-style-type: none"> • Facilitate the processes to evaluate the gift and the college's ability to receive and use the gift. • Establish gift agreements. 	Other departments will: <ul style="list-style-type: none"> • Evaluate the offer considering how the gift will support college priorities, and college responsibilities associated with receiving and owning the item. • Fulfill their responsibilities as

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				defined in the procedures.
	<p>Cultural Gifts.</p> <p>Examples include Indigenous artifacts, as well as works of art.</p>	<p>An item or items with cultural significance is provided to the college.</p>	<ul style="list-style-type: none"> Facilitate the processes to evaluate the gift and the college's ability to receive and curate the gift. Establish gift agreements. 	<p>Other departments will:</p> <ul style="list-style-type: none"> Evaluate the offer considering how the gift will support college priorities, and college responsibilities associated with receiving and owning the item. Respect the cultural significance of the gift. Curate the gift appropriately. Fulfill their responsibilities as defined in the procedures.
	<p>Financial Contributions.</p>	<p>A financial contribution is provided to the college.</p>	<ul style="list-style-type: none"> Facilitate the gift processes for financial contributions. Provide advice as required. Follow processes established in collaboration with Financial Services. Inform donors of processes. Build and maintain gift and relationship records. Ensure gifts are eligible for the receipts requested of Financial Services. 	<p>Financial Services will:</p> <ul style="list-style-type: none"> Provide advice as required (account type, etc.) Create accounts as may be required. Receive and deposit funds to accounts. Provide charitable receipts for qualifying contributions. Provide business receipts for non-charitable contributions. Prepare and submit reporting for bodies such as the CRA.
	<p><i>Deploying a financial contribution.</i></p>	<p>The college uses gifted funds.</p>	<ul style="list-style-type: none"> Validate intended use of funds against donor stipulations 	<p>Financial Services will:</p> <ul style="list-style-type: none"> Monitor and report on account (interest earned, balance, etc.)

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			<p>established in gift agreements.</p> <ul style="list-style-type: none"> Facilitate the process as required. 	<p>The department responsible for use of the funds will:</p> <ul style="list-style-type: none"> Create or use appropriate budget structures and financial processes to accept funds when required. Use funds in accordance with gift agreements. Consult with Advancement should college needs evolve such that the gift agreement should be modified.
<p><i>Recognizing</i> supporters for their contributions.</p>		<p>The college thanks the supporter and shows evidence of progress made.</p>	<ul style="list-style-type: none"> Create and sustain recognition practices. Engages the Board as required for naming recognition. 	<p>The department responsible for use of the funds will support recognition by providing Advancement and Community Relations with data and stories about the impact of the donation.</p>