

## Development Committee Charter

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### Authority

The Development Committee does not have formal approval authority or the ability to act on behalf of the Board.

### Membership

- The Chair, after consultation with the CEO, shall appoint directors to the designated committee and select the committee chair.
- Each director on a committee shall serve for a period of two (2) years or longer and until such time as the Chair appoints a successor.

### Operations

- The Committee will meet with such frequency as it may determine.
- A majority of the number of persons serving on a committee immediately before a meeting begins shall constitute a quorum for transaction of business at such committee meetings.
- All committees so appointed shall keep regular detailed minutes of the transactions of their meetings and shall cause such minutes to be recorded and preserved and shall report their activities to the Board at or prior to its next meeting following such activities to be reported. The secretary or an assistant secretary of the Corporation may act as secretary of any committee if the committee so requests.

### Responsibilities

- Motivate and involve donors and board members in the fundraising process.
- Develop expectations for personal financial contributions from the board, communicate those expectations, provide leadership by giving, and ensure that all board members make a personal financial contribution.
- Provide information about potential new prospects; help to evaluate existing donors for increased contributions.
- Provide information on environmental factors affecting fundraising among our prospects and/or constituencies.
- Ensure that the case for support is strong, current, and relevant; help to set fundraising goals and develop and monitor resource development strategies.
- Serve as a liaison to BOD, providing information about potential new prospects; help to evaluate existing donors for increased contributions.
- Participate actively in special fundraising events, including hosting an event.
- Monitor fundraising performance and hold the board and organization accountable.
- Solicit gifts at levels required.