



Development Committee Role and Responsibilities

The first and foremost responsibility of the Board is to provide adequate financial resources and fiscal stability for the organization. The Fundraising Committee is a Board-sanctioned committee that implements the organization's annual fundraising plan to achieve the financial goals set for the fiscal year. The committee should be made up of at least five members who meet on a regular basis and report progress to the Board.

Job Descriptions

Chairperson

The Chairperson of the Development Committee is a member of the Board and appointed by the Board to serve as Chair. There may be more than one chairperson. The chairperson should serve for at least one year. In addition to the regular duties of a Committee member, the Chairperson has the following responsibilities:

- ❑ Focuses the efforts of the committee on achieving the development workplan and income goals approved by the Board;
- ❑ Reports for the Committee on fundraising activities at regular Board meetings;
- ❑ Sets the agenda and leads the regular development committee meetings;
- ❑ Assists with the solicitation of Board members for pledges and annual gifts;
- ❑ Attends cultivation events;
- ❑ Recruits new committee members;
- ❑ Maintains the momentum of the fundraising sub campaigns by encouraging action by the committee members;
- ❑ Presents the annual fundraising plan and budget of the Development Committee to the Board for approval;
- ❑ Works closely with the Fundraising Consultant (if applicable) to monitor and guide the fundraising efforts.

Committee Members

The committee may have a member or two from outside of the Board. However, the majority of the committee members should come from the Board. There should be at least four committee members in addition to the Chairperson. Committee members serve for at least one year and have the following responsibilities:

- ❑ Attend regular committee meetings and reports on fundraising activities;
- ❑ Complete assigned fundraising actions/tasks on time;
- ❑ Identify prospective donors;
- ❑ Participate in cultivation activities and attends cultivation events when asked;
- ❑ Solicit prospective donors when appropriate;
- ❑ Serve on a sub committee of the Development Committee (Board Gifts, Major Gifts, Cultivation Events, Foundation Grants, Small Business/Association gifts, etc.);
- ❑ Recognize and/or create opportunities to promote the work of the organization;
- ❑ Encourage new members to join the organization;
- ❑ Attend fundraising training opportunities as appropriate
- ❑ Assist with the development of the annual fundraising plan, and the workplan, goals and budget for the Development Committee.

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