



**School for Advanced Research Board of Directors
Development Committee Charter
Adopted June 1, 2017**

1. Purpose of Committee

The purpose of the SAR Development Committee (the “Committee”) of Board of Directors (the “Board”) is to assist the Board in fulfilling its responsibility for the development of sustainable long-term financial resources by providing the Board with guidance and counsel on revenue-generating plans, including fundraising, stewardship of donors, and alumni relations, in addition to reviewing, discussing, evaluating and assisting in the implementation of development and marketing strategies consistent with the Board’s SAR strategic plan.

2. Membership

The Committee will consist of three or more members nominated by the Board Chair and approved by the Board in accordance with the Bylaws. The Board Chair and the President are *ex-officio* *Committee* members. The Committee Chair shall be designated year by year by the Board Chair and confirmed by the Board.

3. Staff

The Development Director, Donor Relations Manager, and Vice President for Finance and Administration will be the principal staff for the Committee. Other staff and guests will be invited to participate as appropriate.

4. Committee Duties and Responsibilities

The following are the Committee’s duties and responsibilities:

- Work with the Development Director to develop a plan that will set fundraising goals and to assess progress towards meeting those goals.
- Establish fundraising policies and gift acceptance policies.
- Develop an expectation for financial contributions from all Board members and provide leadership by making their own gifts.
- Evaluate the potential prospects for increased levels of contributions.
- Involve and cultivate major gift prospects.
- Assign Board fundraising tasks in consultation with the Board Chair while organizing Board members for fundraising activities.

- Demonstrate leadership in gift solicitations at the various levels required for annual, special, and planned giving programs.
- Review options and make recommendations to the Board on using events to meet fundraising and public relations goals.
- Arrange for Board training in fundraising and development.
- Examine development trends and analyze their implications for the future.
- Review the public relations plan and oversee its implementation as it relates to resource development and membership recruitment.
- Give input to the President on hiring and evaluating the Development Director's work.
- Participate in planning, organizing, hosting and/or sponsoring activities that support annual operations, capital campaigns, or other initiatives related to resource development.
- Involve and cultivate business sponsorships

5. Structure and Operations

The Committee will meet monthly or as needed, with additional meetings of “sub-committees” as deemed necessary or desirable by its chair in order to prepare for Board policy discussions, and to meet short or long-term resource development goals.

The Committee may invite SAR staff and others to attend meetings which may be a continuing invitation as the chair deems desirable or appropriate. Committee members may participate in a Committee meeting by conference call or similar communications technology in accordance with the Restated Bylaws.

The Committee Chair will prepare or approve an agenda in advance of each meeting and communicate meeting details to the Committee membership in a timely fashion, including the provision of any support materials to be reviewed prior to meeting.

The Committee Chair will arrange for minutes to be taken at each meeting.

At the conclusion of each meeting, the Committee will produce the minutes which will include an attendance record, the Committee discussions, and recommendations and decisions. A draft of the minutes will be formally approved at the next Committee meeting and submitted to the Board Chair, President and other Board committees, for the purpose of coordinating Board objectives and priorities no later than one month after the meeting.