

**SAR Board of Directors
Development Committee Charter
Adopted 2014**

1. Purpose of Committee

The purpose of the Resource Development Committee (the “Committee”) of the Board of Directors (the “Board”) of SAR 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 earned income, stewardship, alumni relations and fundraising) and by reviewing, discussing, evaluating and assisting in the implementation of development and marketing strategies consistent with the Board’s strategic plan for SAR.

2. Membership

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

3. Staff

The Vice President for Development and the Vice President for Finance and Administration will be the principal staff for the committee, with other staff invited to participate as appropriate.

3. Committee Duties and Responsibilities

The following are the duties and responsibilities of the Committee:

- To prepare or evaluate for Board discussion staff proposals for policies and plans for development of financial resources, including membership, major gifts, planned gifts, capital campaigns, fundraising for annual operating support, acceptance and disposition of gifted assets, alumni relations programs, donor stewardship, public relations, and non-profit or for-profit earned income programs.
- To periodically review policies related to the development of long-term financial resources for SAR, as listed above.
- To prepare or evaluate for Board discussion proposals for policies and plans for marketing activities that generate earned income and complement development efforts.
- To prepare or assist the chair in developing policies and reviewing progress for Board giving to annual and capital campaigns.

- To participate in planning, organizing, hosting and/or sponsoring activities that support annual operations, capital campaigns, or other initiatives related to resource development.

4. Structure and Operations

The Committee will meet at least two times a year, with additional meetings 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 members of SAR staff and other persons to attend meetings, which may be a continuing invitation, as its chair may deem desirable or appropriate. Members of the Committee may participate in a meeting of the Committee 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, a copy of the agenda, and a full account of the Committee discussions, with documented recommendations and decisions. A draft of the minutes [which would be formally approved at the next meeting of the Committee] will be submitted to the chair of the Board, President and other Board committees [for the purpose of coordinating Board objectives and priorities] no later than one month after the meeting.