**(Sample/Template) Development Committee Charter of**

**XYZ Foundation**

**(Approved on [Date])**

**General**

The Development Committee is a standing committee of the Board of Trustees (the “Board”) of the XYZ Foundation (the “Foundation”) and shall be responsible to the Board.

**Purpose**

The Development Committee shall assist the Board in its fundraising duties by reviewing, developing, adopting, and implementing ideas and proposals to attract funds and services needed to carry out and expand the mission of the Foundation provided that major new initiatives for revenue generation and expenditures of funds will require Board approval. The committee does not supervise or delegate to the development director.

**Functions**

The functions of the Development Committee shall include, but not be limited to:

* Identifying sources of funding and strategies for success.
* Working with the executive director and the Finance Committee to define short-term and long-term funding needs.
* Developing plans and proposals with respect to fundraising including solicitation of donations, sponsorships, underwriting, and fundraising activities, and reviewing the progress of implementation of these plans and proposals.
* Evaluating costs and benefits of fundraising activities and fundraising-to-management expense ratios.
* Reviewing the Foundation’s systems for recording and maintaining data on sources and amounts of donations, sponsorships, underwriting, or other funds raised.
* Creation of one or more subcommittees, as necessary or appropriate, to assist in ensuring the success of special activities including, for example, our annual gala.
* Identifying community and business leaders to work with Board members in fundraising activities.
* Monitoring the Foundation’s communications to donors, sponsors, and underwriters, and maintaining information regarding donations.
* Submission of a written report of committee activity and any request for Board action to the Board chair at least two weeks prior to each Board meeting.
* Assisting Board members in fulfillment of their give/get requirements.

**Membership**

The Development Committee shall consist of up to eight (8) Board members. The Development Committee may recruit up to five (5) additional non-board members to serve on the committee with voting power provided that the number of Board members on the committee shall always be a majority of members of the committee and the Chair of the committee shall be a Board member. Members shall be appointed by the Board of Trustees for two (2)-year terms and shall be eligible for reappointment except that half of the initial committee members shall serve one (1)-year terms so that terms are staggered.

**Meetings**

The committee shall meet as required, and normally hold a meeting prior to each Board meeting. The committee may meet and act upon the vote of its members via telephone or other electronic communication equipment where all parties participating in the meeting can hear each other at the same time.

Non-board members on the committee do not have binding authority or voting power.