



(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.



(Sample/Template) Finance Committee Charter of The XYZ Foundation

(Approved on [Date])

General

The Finance 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 Finance Committee shall assist the Board in financial oversight of the Foundation.

Functions

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

- Working with the Executive Director to prepare a proposed annual operating budget for approval by the Board.
- Monitoring adherence to the operating budget.
- Preparing proposed amendments to the operating budget as may be necessary or appropriate for approval by the Board.
- Overseeing expenditures authorized by the Executive Director.
- Preparing proposed long-term financial goals consistent with strategies of the Foundation for approval by the Board.
- Preparing and managing internal controls, policies, and procedures.
- Monitoring compliance with legal and governmental filing requirements, deadlines, or disclosures.
- Assessing the adequacy of insurance policies and review of policies and compliance with requirements of insurance policies.
- Working with the Executive Director to identify and retain accountant(s) and auditor(s) upon approval of the Board.
- Reviewing the draft audit and working with the auditor regarding auditor’s exceptions.
- Presenting the final audit to the Board and making recommendations.
- Reviewing governmental filings including, without limitation, IRS form 990 and making recommendations.
- Overseeing investments of Foundation funds.
- Submitting a written report to the Board prior to each Board meeting including a summary of the financial condition of the Foundation.



Membership

The Finance Committee shall consist of up to eight (8) voting members. The Finance Committee may recruit up to five (5) additional non-board members to serve on the Committee. 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.



(Sample/Template) Governance Committee Charter XYZ Foundation

(Approved on [Date])

General

The Governance 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.

Purposes

The Governance Committee shall assist the Board in:

- Reviewing, on a regular basis, the overall governance of the Foundation.
- Evaluating overall governance effectiveness and efficiency, and recommending improvements, including improvements to the Board’s operations.
- Reviewing and developing recommendations based on current best practices, regarding Board composition as a whole, and identifying qualifications and expertise in new Board members to be sought by the Nominating Committee.
- Providing recommendations to the Board regarding the creation of standing and ad hoc committees of the Board, the responsibilities assigned to such committees, the membership of the committees, and assisting the Board in overseeing the work and reports of such committees.
- Overseeing the performance of the Executive Director.
- Providing guidance to management on issues related to organizational structure.
- Developing, overseeing, and revising, as applicable, the Foundation’s governing documents including the Certificate of Incorporation, bylaws, policies, committee charters, and other related governing documents.

Functions

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

- Assisting the Board with its annual self-evaluation and determination as to whether it and its board(s) and committees are functioning effectively.
- Reviewing the Foundation’s foundational documents, bylaws, mission statement, and policies, and proposing revisions to be acted upon by the Board, identifying conflicts or additional changes that might be required, and assisting with drafting appropriate language.
- Reviewing matters necessary to preserve the IRS certification of the Foundation as a 501(c)(3) charitable organization and compliance with state requirements, and



proposing revisions to be acted upon by the Board to preserve the Foundation's status as a charitable organization.

- Preparing, reviewing, and revising, as appropriate, new and revised standing committee charters and committee membership.
- Overseeing the Secretary's preparation of minutes of Board meetings.
- Monitoring relationships between the Foundation and legal counsel including assignments and responsiveness and adequacy of services performed by counsel.
- Monitoring and assessing the Foundation's organizational structure for effectiveness and efficiency in carrying out the Foundation's mission.
- Working the Board as a committee of the whole in developing strategic plans and operating plans and evaluating plan implementation.
- Submitting a written report of committee activity and any requested Board action to the Board Chair at least two weeks prior to each Board meeting.
- Ensuring that all other committees are submitting written reports of committee activity and any requested Board action to the Board Chair at least two weeks prior to each Board meeting.
- Recommending action to the full board.

Membership

The Governance Committee shall consist of up to eight (8) voting members. The Governance Committee may recruit up to five (5) additional non-board members to serve on the Committee. 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.