

CHARTER AND WORK PLAN FOR BOARD FUND DEVELOPMENT COMMITTEE

Purpose and Scope of Responsibility of Committee

The Board Fund Development Committee is a standing committee chartered to help the Board carry out its responsibility for philanthropy and fund development. This includes:

- Articulation of fund development roles and expectations
- Creation and Recommendation of an annual fund development plan
- Nurture of a culture of philanthropy throughout the organization
- Analysis and evaluation of fund development results

Committee Organization and Reporting Structure

Committee is led by a Committee Chair, who is also a member of the Board.

Committee makes recommendations to the full Board for Board's review and approval.

Committee Chair provides written reports about its meetings, recommendations and actions to Board Chair and the entire Board on a regular basis.

Committee includes at least two (2) Board members.

Membership of the Committee is reviewed on an annual basis.

Committee Goals, Objectives, and Timelines

The Board Fund Development Committee will associate specific objectives, responsibilities and timelines into this Work Plan (see objectives on the following pages).

- Goal 1: Uphold a culture of philanthropy within the Board and among its members, in which fund development is seen as mission aligned activity centered on relationship-building.
- Goal 2: Establish and articulate fund development roles and expectations for the Fund Development Committee; the Board; board members; and staff. Train board members in best practices and case articulation in order to meet those expectations.
- Goal 3: Ensure sustainability by capturing realistic charitable contribution goals in an annual fund development plan that is approved by the Board.
- Goal 4: Review fund development results and evaluate return on investment (ROI) to engage the Board in strategic dialogue and decision-making regarding philanthropy and fund development.
- Goal 5: Establish and monitor task forces and/or individuals assigned to carry out specific fund development activities.
- Annual campaign
 - Major gifts
 - Events
 - Planned giving
 - Grant review
 - Church relations

Goal 1: Uphold a culture of philanthropy within the Board and among its members, in which fund development is seen as meaningful relationship-building meant to honor donors.

Objectives	Responsibility	Timeline
1. Board involvement in thank you notes	Board Members	Prior to Annual Appeal
2. Personal connections with donors	Board/Committee Members	Ongoing

Goal 2: Establish and articulate fund development roles and expectations for the Fund Development Committee; the Board; board members; and staff. Train board members in best practices and case articulation in order to meet those expectations.

Objectives	Responsibility	Timeline
1. Train Board in story telling for fund dev	Committee Chair/Committee Members	Quarterly
2. Engage Board members in fund dev plan	Committee Chair/Committee Members	Ongoing

Goal 3: Ensure sustainability by capturing realistic charitable contribution goals in an annual fund development plan that is approved by the Board.

Objectives	Responsibility	Timeline
1. Create Fund Development Plan	Committee Members	Early September
2. Receive Board Ideas for Plan	Board/Committee Members	September Board Meeting
3. Review Draft of Plan	Fund Dev Committee	October
4. Present Plan to Board	Committee Chair	November

Goal 4: Review fund development results and evaluate return on investment (ROI) to engage the Board in strategic dialogue and decision-making regarding philanthropy and fund development.

Objectives	Responsibility	Timeline
1. Review Progress vs. Plan	Dev and Communications Dir and Committee Chair	Quarterly
2. Return on Investment	Dev and Communications Dir and Committee Chair	Quarterly

Goal 5: Establish and monitor task forces assigned to carry out specific fund development activities.

Objectives	Responsibility	Timeline
1. Silent Samaritan	Silent Samaritan Committee	May 7, 2015
2. Ethics in Business	Board/EIB Committee	October 6, 2015
3. Establish and Maintain Church Relationships	Church Relations	Ongoing
4. Major Gifts	Board/Committee Members	Ongoing
5. Annual Campaign	Dev and Communications Dir	December 2015
6. Grants	Dev and Communications Dir	Ongoing

NOTE: The Committee might not perform the hands-on achievement of goals and objectives, but is responsible to the entire Board to ensure the goals and objectives are achieved on a timely basis.