

Fund Development Committee

Preamble - Reasons and Intent of Board Committees

To study issues and make recommendations to the full Board.

To help get the Board's job done, not help with the staff's job (to aid the process of governance, not management).

To prepare Board-level policy issues for Board deliberation. The Board needs to know the choices and the consequences of those choices. Only then can the Board ponder, debate and vote intelligently.

To know the charges of the various committees so as to be able to support those charges rather than duplicate or interfere with them.

To have members that are receptive and open to new ideas, have perspective and vision, are familiar with the SIC Strategic Plan, can give the necessary time, and can think in terms of Star Island Citizenship.

The Board will:

- Have no more committees than needed;
- Be clear about the charge the Board is requiring from each committee as the committees work to support the implementation of the SIC Strategic Plan Objectives;
- Ask each committee not to speak for the Board;
- Require each committee not to interfere with the delegation from the Board to the CEO;
- Ask each committee not to exercise authority over staff;
- Conduct an annual review process to determine whether committee structure matches Strategic Plan priorities;
- Ask what each committee did over the past year that was strategically vital;
- Ask what each committee can do over the next year to meet the same standard.

Committee Charge

In order to further the goals and objectives of the Corporation's Strategic Plan, as adopted and amended from time to time, the Fund Development Committee (FDC) is charged by the Board of Directors, and works with the Director of Development (DOD), to determine, plan, and fulfill fundraising goals for the SIC. The DOD staffs the committee and reports to the Board of Directors on its activities and recommendations.

Committee Responsibilities

The Board of Directors, in consultation with the FDC, Finance Committee, Executive Director and DOD determines the annual fundraising goal. The FDC in consultation with the DOD, develops an annual fundraising plan that will generate the funds needed to meet the annual fundraising goal by:

1. suggesting fundraising objectives annually as part of the strategic and long-range planning and budgeting process.
2. supervising the functions of the sub-committees for Annual Fund, Planned Giving, and Memorials, and developing the necessary sub-committee systems to successfully carry out elements of the annual fundraising plan, including events and activities. Each subcommittee should be chaired by a member of the Fund Development Committee.
3. assisting in identifying and selecting the conference representatives to the Annual Fund for all conferences.
4. Engaging with the members of the Board to ensure that they are active in soliciting major gifts and contributing time and resources to the Annual Fund, Capital Campaign and fundraising events.

5. investigating and evaluating new resource development projects, activities, and ideas for possible use in the future.
6. annually evaluating its objectives and work as a committee and reporting on same to the Board of Directors.

Committee Tasks

The members of the FDC are tasked with supporting the work of the DOD and Development staff through consultation, networking in their conferences, and taking direct action when necessary to:

1. Conduct annual appeals
2. Promote the planned giving and bequests program
3. Research and obtain grants
4. Establish and implement policies and procedures for memorials and other stewardship programs
5. Guarantee the success of capital campaigns
6. Investigate and initiate avenues for institutional advancement.

Members of the FDC

Ideally, members of this committee possess expertise in one of the above areas of fundraising, have successfully participated in their conference fundraising, or are well-connected in one or more Star Island networks. Members shall have three-year terms that may be renewable for one additional three-year term. (The Board will set staggered terms at the outset to keep a balance of one, two and three year members at any time.)

Composition of the FDC will include the following:

Director of Development;

The chair of the committee, as selected by the Board, based on recommendations of the DOD and CoA;

A liaison to the Board (a member of the Board who also serves on the FDC);

Members representing key conferences (IA, LOAS, AS1, etc.) and other constituencies;

Volunteers with expertise in annual, major and planned giving, grant writing, public relations, event planning, marketing, and memorials;

The chair of the former Committee on Memorials*, which is now part of the FDC;

Ad hoc members may include a member of the Permanent Trust, or a member of the Finance Committee, as necessary and when the FDC is addressing concerns and decisions that may have impact on these other areas of SIC responsibility.

Operating Processes

The FDC will;

- report every month to the Board through the board liaison with reports by the DOD;
- meet a minimum of 6 times per year, usually by conference call;
- annually evaluate its own structure and functions, as well as its achievement of goals for the prior year, to ensure that it is working effectively to help fulfill the goals of the Strategic Plan;
- annually set its goals for the next year, in accordance with the goals of the Strategic Plan;
- prepare an annual written report to the Board by year's end, which will be included in the packet for the SIC's Annual Meeting.

**Note we are recommending that the Committee on Memorials be changed into a subcommittee of the Fund Development Committee.*