



## **DEVELOPMENT COMMITTEE CHARGE**

### **Definition**

The Spina Bifida Association (SBA) Development Committee assists with furthering the goals and objectives of the Association's strategic plan. The Development Committee (the Committee) is charged by the Board of Directors (the Board) and works with the President & CEO (CEO) and Director of Development (DOD) to oversee the organization's development efforts and ensure the execution of SBA's annual fundraising plan. The CEO and DOD staff the Committee and report to the Board of Directors on its activities and recommendations.

### **Composition**

At least six (6) people, including the Chair or Co-Chairs, who:

- Possess relevant expertise and experience
- Represent the association's diversity

### **Method of Appointment**

Committee Chair—selected and appointed by the Board Chair

Committee Members—selected and appointed by the Committee Chairs in consultation with the CEO and DOD. Applications will be solicited from the community to support the selection of committee members.

### **Term of Appointment**

One-year term (with opportunity to serve additional terms)

### **Frequency of Meetings**

At least six (6) meetings per year (by phone or in-person)

### **Responsibilities**

1. Work with the CEO and DOD to implement short-term and long-term fundraising strategies
2. Review and approve SBA's fundraising plan to ensure progress toward annual and long-range development goals
3. Present fundraising plans and outcomes to the Board of Directors, ensuring approval, as necessary
4. Work with the CEO and DOD to identify and, where appropriate, solicit funds from external sources of support including, but not limited to: foundations, corporations, community organizations, and individuals

5. In conjunction with the CEO and DOD, assist with the cultivation and stewardship of prospective, significant, and long-term donors
6. Support the organization through the planning and implementation of fundraising events and campaigns
7. Encourage participation by the full Board in fundraising efforts in order to attain aggregate Board goals
8. Assist the DOD and CEO with Board training in fundraising
9. Identify and recruit community leaders to serve with Board members on the Committee
10. Develop and recommend, in conjunction with the DOD and CEO, fundraising policies for SBA
11. Engage in advocacy and networking to support the overall goals of SBA

### **Committee Member Expectations**

1. Attend and participate regularly in Development Committee meetings
2. Come prepared by having read the agenda and any accompanying materials prior to the meetings to make informed decisions
3. Make an annual personal leadership gift to SBA

In addition, it is expected that the Committee will:

- Maintain an unwavering focus on the Association's mission and the people we serve
- Demonstrate a sense of urgency in identifying, implementing, and evaluating development and fundraising strategies
- Be diligent in securing funds for the overall operations of SBA

### **Expected Outcomes**

1. An increase of funds available for operations
2. An increase in number of donors and gift amounts
3. A decrease in donor attrition

### **Scope of Work**

The primary function of the Committee is to promote the diversification of funding sources and to ensure that SBA has the operating capital to achieve its strategic plan.

The Committee shall not:

- Implement recommendations without prior Board of Director appropriate approvals.
- Develop recommendations that impinge on or restrict the authority of the CEO.

### **Communications**

The Committee may use customary or special communication methods to inform the Board and Association of its progress. The Committee will work in collaboration with the SBA DOD and CEO.

**Completion Date**

Ongoing

**Available Resources**

The Committee will be staffed by the CEO and DOD. If deemed necessary to the discharge of its responsibilities, the Committee may create issue-specific Work Groups, which will conduct their work by teleconference. Sufficient financial resources will be allocated to support the Committee's work.