# **Appendix D: Development committee sample charter**

*<School name>*

**Purpose:** The development committee oversees, guides, and supports the school’s development program. It does so through planned giving, major gifts, capital campaigns, annual funds, special events, and other development activities. The committee develops processes to foster relationships with alumni and friends of the school.

**Membership:** Members of the development committee are appointed by the school board’s executive committee. The committee chair is a member of the school board. Other members can include school board members and nonmembers. Committee members are appointed to a one-year term that can be renewed.

**Authority:** The committee has no expressed or implied power or authority. However, all input from the committee is highly sought and valued. In addition, the committee can make recommendations to the board as allowed by the board’s bylaws.

**Meetings and reporting:** The committee will meet at least quarterly. A simple majority of the committee members shall constitute a quorum. The committee chair is responsible for meeting minutes and sending reports to the board chair at least quarterly.

**Organizational tasks:**

* Ensure that accurate and secure giving records are maintained.
* Set goals for fundraising activities.
* Assure appropriate and adequate volunteer support is available.
* Assure adequate leadership is in place to support major fundraising activity.