

DEVELOPMENT COMMITTEE

General Purpose

The Development Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for guiding the Board to raise both non-grant and grant funds for the school. The Board of Directors, in consultation with the Development Committee, PTO, Finance Committee, and School Director will determine the annual fundraising goal for the school and annually approve a strategic fund development plan that clearly delineates that this annual goal is attainable.

Appointments and Composition

1. Appointments of the chair and members of the Development Committee shall be made annually by the Board Chair with the advice and consent of the Board.
2. The chair of this committee shall be a member of the Board of Directors.
3. Additional appointed members of this committee may or may not be members of the Board of Directors.
4. All appointments of committee members are subject to the conditions stated in the by-laws.

Responsibilities

1. Determine the annual non-public, non-grant fundraising goal. Develop an annual strategic fundraising plan to generate the funds to meet this goal.
2. Develop and oversee the necessary systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan.
3. Develop a plan for involving each board member in the development activities of the school.
4. Assist the School Director in cultivating individual donors for the school.
5. Arrange for board training on development issues, as needed.
6. Determine the annual goal to raise funds through grant writing. Develop and oversee the plan to meet this goal.
7. Develop and oversee an annual school public relations program.
8. Oversee and coordinate with school administration regarding student enrollment.
9. Annually submit objectives as part of the planning and budgeting process.
10. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.
11. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.

Approved: