

STAR ISLAND CORPORATION COMMITTEE CHARGE

Committee Name: **Fund Development Committee**

Role:

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 Development Manager (DM) and other staff to determine, plan, and fulfill fundraising goals for the SIC. The DM staffs the committee and reports to the Board of Directors on its activities and recommendations.

Responsibilities and Activities:

The Board of Directors, in consultation with the FDC, Finance Committee, DM and CEO approves annual and long-term fundraising goals. **The FDC provides counsel and a sounding board for the DM to develop and implement fundraising plans to meet financial goals.**

Elements of the work of the FDC may include:

- Serves as an ambassador for Star Island to raise sights of the Star Island community regarding needs and priorities for financial viability.
- Brainstorms and vets fundraising protocols and initiatives as part of the Board's strategic and long-range planning and budgeting processes;
- Establishes and oversees any sub-committees formed by the FDC, providing FDC representation to such committees, as appropriate;
- Assists DM in formulating and implementing annual fund plans, including identification, selection and mentoring of conference representatives to the Annual Fund. Reviews plans set forth by DM and conference representatives/leadership.
- Assists DM in engagement and cultivation of members of the Star Island community regarding contributing resources to the SIC;
- Actively participates in fundraising events and activities on and off island to build awareness and garner support for the Island;
- In collaboration with DM and other SIC committees, works to establish and maintain best practices regarding recognition and stewardship of the Star Island community and their contributions;
- Provide counsel to the DM and CEO regarding branding and messaging as it pertains to attracting and securing financial support from all constituencies (i.e., individuals, foundations, governmental agencies, and businesses);
- Partners with DM and CEO in the identification and evaluation of new resources and activities;
- Performs an annual evaluation of the FDC's objectives and goals, assessing success and areas for improvement.

Expectations of Members:

- Understand the committee's responsibilities and activities and their relationship to the Star Island Corporation's Strategic Plan.
- Attend meetings (in person and/or video conference).

- Participate in activities and tasks needed to fulfill the role of the committee.
- Be an Ambassador for the committee and its work.
- **Ability to maintain confidentiality.**

Member Terms:

Members have three-year terms that may be renewed for one additional three-year term, unless otherwise approved by the Board. After being off the committee for one year, former members may be approved for a new term.

Committee Composition:

Between 6 and 10 persons as needed to fulfill the committee's responsibilities and activities. One member of the SIC Board, chosen by the SIC Board, serves as chair (two members may be approved as co-chairs). The Board appoints a Board Liaison, and the CEO appoints a Staff Liaison (typically the DM).

The committee chair may also recommend (non-voting) advisors with specific experience or knowledge – advisors serve one-year terms and must be approved by the SIC Board. Advisors may include a member of the Permanent Trust, or members of other committees, as necessary, especially when the FDC's work may have an impact on work beyond its own scope of responsibilities.

Members of the FDC will be representatives who provide appropriate representation of the Shoaler community, and who bring knowledge and/or experience in the areas of non-profit fundraising or advancement. Members may have direct experience as volunteers or staff members. Experience in any and all of the following areas preferred: annual, major and planned giving; campaign planning and execution; foundation and governmental relations; event planning; corporate sponsorships; stewardship and recognition; and marketing.

Meeting and Reporting

- Meet at least six times a year, usually by video conference. These meetings are convened by the DM and the FDC Chair.
- **Minutes of meetings will be taken and available to the Board and Staff.**
- An Annual Report will be provided to the SIC office for inclusion in the packet for the SIC's Annual Meeting.
- Through the DM, CEO, and/or Board Liaison, the FDC's activities are reported to the board monthly.
- The FDC provides an annual evaluation of its organization and responsibilities, its achievements and challenges, in accordance with the SIC strategic plan.
- The FDC sets annual goals in accordance with the SIC Strategic Plan.
- The FDC Chair with the DM set an annual agenda for the committee.

Approved Date:

Reviewed by Fund Development Committee January 2024
Proposed for SIC Board Approval 2/10/24