

THE HAVEN

DEVELOPMENT COMMITTEE CHARTER

I. PURPOSE

The Development Committee (the “Committee”) is responsible to the Board of Directors (the “Board”) of The Haven (“the Haven”) to oversee and facilitate The Haven’s and Board member participation in institutional advancement, resource development, and fundraising activities. The Committee is responsible for: (a) monitoring the staff’s development plans and progress, including those for a comprehensive campaign; (b) establishing goals for and evaluating Board member participation in charitable giving; (c) developing and implementing development and fundraising policies and procedures, including those relating to facility and program naming rights, or new programs desired by donors; (d) developing and recommending to the Board for adopting fundraising policies and procedures; and (e) participating in identifying, cultivating, and approaching major donors.

II. COMMITTEE MEMBERSHIP

Membership. The Committee shall consist of at least two (2) Directors, not including the Board Chair and the President and CEO (who are ex-officio, non-voting members of the Committee), and such other members as the Board Chair determines appropriate, in consultation with the President and CEO.

Chair. The Chair of the Committee shall be appointed from among the Committee members by, and serve at the pleasure of, the Board Chair, shall preside at meetings of the Committee and shall have authority to convene meetings, set agendas for meetings and determine the Committee’s information needs, except as otherwise provided by the Board or the Committee. In the absence of the Chair at a duly-convened meeting, the Committee shall select a temporary substitute from among its members to serve as chair of the meeting.

III. COMMITTEE MEETINGS

The Committee shall meet at least four (4) times a year and additionally as circumstances dictate. The Committee shall establish its own schedule of meetings. The Committee may also act by the unanimous written consent of its members.

Notice of meetings shall be given to all Committee members, or may be waived, in the same manner as required for meetings of the Board. Meetings may be held as provided in the Bylaws of the Organization. Minutes of meetings shall be kept, together with supporting back-up materials, and filed with the Secretary of the Board.

IV. KEY RESPONSIBILITIES

The following responsibilities are set forth as a guide for fulfilling the Committee’s purposes in such manner as the Committee determines is appropriate:

1. Monitor development plans and progress and fundraising policies and procedures.

2. Establish goals for and evaluate Board member participation in charitable giving.
3. Assist and encourage Board members to reach out to potential individual and institutional donors.
4. Assist The Haven’s development or institutional advancement staff in planning and developing fundraising-related events, including benefits and other events designed to maintain existing donors and recruit new donors.
5. Work with the development staff to establish, cultivate, and maintain life-long relationships with clients and friends to advance the mission of The Haven.
6. Conduct, at least every two (2) years, a self-evaluation of the performance of the Committee, including its effectiveness and compliance with this Charter, and recommend to the Board such amendments of this Charter as the Committee deems appropriate.
7. Delegate responsibilities to subcommittees as the Committee may deem appropriate, in its sole discretion.
8. Undertake such other responsibilities as the Board may delegate or assign to the Committee from time to time.

V. Reporting

1. The Committee shall approve a set of goals at the first meeting in the academic year, and will report to the Board at least annually on progress toward those goals.
2. The development staff will develop and maintain a dashboard of key performance indicators on which it will report quarterly to the Board.
3. Not later than two weeks prior to the first Committee meeting, the lead staff person responsible for institutional fundraising and designated by the President and CEO will submit to the Committee Chair any existing annual or other fundraising.
4. The staff person designated by the President and CEO responsible to maintain and update all reports and minutes related to the Committee meetings shall be made known to the Committee Chair and shall maintain and update such reports and minutes.

This Development Committee Charter was adopted by the Board of Directors of The Haven on _____, 2023.

 By _____
 Its _____