

## BOARD DEVELOPMENT COMMITTEE

The Board's Development Committee is responsible for ensuring the sustainability and advancements in the organization's programs and services through charitable gifts and grants.

In carrying-out this important responsibility, members of the Development Committee will be asked from time to time to undertake specific tasks, recognizing that each member will have distinct skills and capabilities in several, but not necessarily in all, of these areas.

- Assist Development Office staff in identifying and evaluating potential major donors.
- Participate in personal contacts and cultivation of selected potential major donors.
- Make personal introductions for other representatives of the organization to meet with identified potential major donors.
- Accompany a fellow Trustee or Development Officer in meetings to propose major gift commitments to potential major donors.
- Write periodic personal notes and thank you letters to major donors designed to strengthen the organization's donor stewardship efforts.
- Make an annual financial contribution to assist in meeting the organization's represented funding needs.
- Consider a major financial commitment, over and above an annual financial contribution, toward meeting Board approved major fundraising initiatives for capital, program and/or endowment needs
- Participate in Board sponsored special events and activities