

# Far Brook School

## Development Committee Charter

The Development Committee is a standing Committee of the Board of Trustees. We champion a culture of philanthropy in the School community and have general oversight of the long-range and annual fundraising plans of the School. The Development Director staffs the Committee. The rest of the Committee consists of Trustees only, and like all other Trustees, Committee members financially support the School and are involved in development activities.

### Membership Considerations

Two members, at a minimum, are required to be considered a quorum for conducting business. Members should be people who:

- Believe in the mission of the school and are willing to give the necessary time
- Are committed donors to the school
- Are skilled fundraisers or willing to learn the skills
- Are highly regarded by the school community
- Are discrete and keep sensitive information confidential

### Time Commitment

As a full Committee, we meet two or three times a year in person or virtually. Other meetings may be scheduled as needed, but typically the Development Director will contact us individually for specific assignments or input as needed. Members work independently, as our schedules allow, to assist with outreach or donor stewardship. Members also attend School events to build donor relations. Time commitment varies and is usually a minimum of 2 hours per semester.

### Roles & Responsibilities

- Works with and supports the School's professional advancement/development staff, as needed, with annual giving, major gifts, grants, capital campaigns, endowment campaigns, planned (aka deferred) giving, and special events. Depending on members' skills and interests, this may include assessing prospects, identifying and assisting in donor cultivation, making introductions, assisting with making compelling cases to match donors' interests, asking for donations, thanking donors, keeping donors informed and staying in touch with them, and monitoring progress.
- Periodically reviews recommendations for gift-giving guidelines and valuation policies and recommends approval of guidelines to the Board.
- Facilitates inclusion of trustees in fundraising activities and donor relations in ways that match individual trustees with activities that complement their skills and interests
- Raises funds and champions a culture of philanthropy at the School
- Reviews Development goals, reports, and plans and provides input, as needed, before they are presented to the full Board for approval.