

## PMI EDUCATIONAL FOUNDATION BOARD STANDING COMMITTEE CHARTER

### COMMITTEE NAME:

## Development Committee

**CHARTER EFFECTIVE DATE & DURATION:** 1 October 2008 – 31 December 2009

### COMMITTEE PURPOSE:

*(Overall charge, purpose or focus of this committee in helping the PMI EF Board do its job.)*

Responsible for strategic planning and oversight of the fund raising activities (that is, donor identification, donor relationship building, donor solicitation, and donor stewardship) of the PMI Educational Foundation

### DELIVERABLES:

*(Products the Committee is tasked to produce.)*

#### Annual/Ongoing Deliverables

- Identify target donors and events where the PMI EF Board should solicit funds
- Annually, review all policies and charters pertaining to fund raising, campaign cabinet, donor recognition, donor acceptance, etc. and recommend relevant additions and adjustments for PMI EF Board approval
- Propose fundraising goals for coming year
- Monitor fundraising performance versus target and take corrective action as required
- Recommend training of PMI EF Board, and individual board members as needed, on how to effectively identify, cultivate, solicit and steward donors.
- Conduct an annual review of fund raising case statement(s) and collateral materials and recommend changes, as needed
- Conduct an annual review of the PMI EF website and online giving process and recommend changes
- Review the annual fund raising plan and recommend changes

#### One Time Deliverables for 2009

- Establish and implement a three- year comprehensive fund raising plan that includes strategies to achieve success and addresses the need to raise unrestricted funds
- Quickly drive the solicitations on the campaign list updated during the November 2008 Board of Directors meeting
- Develop urgent gift acceptance policies to include in-kind gifts and unrestricted funds
- Address the Campaign Cabinet Charter
- Recommend initial training of PMI EF Board, and individual board members as needed, on how to effectively identify, cultivate, solicit and steward donors.

### ACCOUNTABILITY & REPORTING REQUIREMENTS:

*(Reports to PMI EF Board through whom, when, how and about what?)*

- Committee chair reports to the PMI EF Chair regarding the progress and challenges of the committee in accomplishing their deliverables.
- Provides a written report to the PMI EF Board of Directors.
- Accountable to the PMI EF Board of Directors through the Chair.

**RESOURCES & BUDGET:**

- A budget of \$2000 for committee meetings

**COMMITTEE COMPOSITION:**

- Committee Chair
  - Board member, not an officer, with expertise or high interest in all aspects of fund raising
- Two committee members from the PMI EF Board, with expertise or high interest in fund raising
- PMI EF COO or designee
- PMI EF Development Manager

**COMMITTEE CHAIR & CONTACT INFORMATION:**

- Committee Chair – Hugh Woodward (Phone: (513) 759-5507, woodwardhm@macquarie-abc.com)
- Committee members
  - Pedro Ribeiro
  - Ken Hartley
  - Lew Gedansky
  - Jeannette Barr

**COMMITTEE CHAIR ROLES AND RESPONSIBILITIES:**

- a. Guides the committee in accomplishing the purpose and deliverables detailed in its charter and in accordance with the established policies of the Educational Foundation. Keeps the committee focused.
- b. Ensures that all committee members are fully oriented on the committee purpose and deliverables.
- c. Develops a work plan that will allow the committee to effectively and efficiently discharge their responsibilities.
- d. Develops meeting agendas and conducts virtual or face-to-face meetings of the committee, as needed, and directs communication of committee matters.
- e. Ensures that meeting notes capture committee consensus agreement items and follow-up actions.
- f. Ensures all committee members are aware of and adhere to the process and timing established by the PMI EF Board for placing items on the PMI EF Board agenda for discussion and deliberation – that is, follows the PMI EF Board calendar, submits completed Board agenda template(s), ensures that Board agenda items are discussed and a straw vote taken in Board informal session, and ensures that motions are adjusted, as needed, before deliberation and voting in Board formal session.
- g. Works to build a sense of trust, productivity, and camaraderie within the committee.
- h. Assigns tasks among the committee members, as necessary.
- i. Works to ensure committee work is carried out between meetings.
- j. Develops and submits timely and accurate quarterly reports, final reports, proposals, and supporting documentation to the PMI EF Board reflecting the committee's work.
- k. Interfaces with the PMI EF Chair on matters impacting completion of the charter objectives.
- l. Represents the committee at PMI EF Board meetings.
- m. Works to build a sense of trust and productivity between committee members and other PMI EF committees.
- n. Addresses non-productivity within the committee.
- o. Reviews the charter at year's end and offers recommendations to the incoming committee chair for updates to the following year's charter.
- p. Transitions with the incoming committee chair.