

## PMI EDUCATIONAL FOUNDATION BOARD STANDING COMMITTEE CHARTER

### COMMITTEE NAME:

## Development Committee

**CHARTER EFFECTIVE DATE & DURATION:** 1 January 2012 – 31 December 2012

### COMMITTEE PURPOSE:

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

Responsible for strategic planning and oversight of the fundraising 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

- Update the strategic fundraising plans, as needed
- Monitor fundraising performance versus goals and recommend corrective action as required
- Recommend training of PMIEF Board, individual board members, and other volunteers 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 PMIEF website and online giving processes and recommend changes
- Conduct an annual review of all policies and charters pertaining to fundraising, fundraising-related advisory councils, fundraising-related committees, donor recognition, donor acceptance, etc., and recommend relevant additions and adjustments for PMIEF Board approval
- Conduct an annual review of the annual fund raising plan and recommend changes
- Propose fundraising goals for following year, working with PMIEF Program and Finance Committees in the preparation of the following year's program plan and budget

#### One Time Deliverables for 2012

- By 18 February, create the Development Plan for 2012 (incorporating the current integrated plan and the current fundraising activities plan) by quarter with cost and expected returns.
- Create a PMIEF Fundraising Events Guide, particularly for use by components.
- Develop for PMIEF board approval a) a PMIEF Donor Gift Acknowledgment Policy, b) a PMIEF Gift Acceptance Policy, c) a policy regarding the minimum amount of unrestricted funding required with gifts-in-kind. Review the PMIEF Donor Recognition Policy and propose any changes to the PMIEF board for approval.
- Create a planning process with the Program Committee for program and development travel expenditures vs. budget.

### ACCOUNTABILITY & REPORTING REQUIREMENTS:

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

- Committee chair reports to the PMIEF Board at each meeting or as needed regarding the progress and challenges of the committee in accomplishing their deliverables
- Provides a written report to the PMIEF Board of Directors
- Accountable to the PMIEF Board of Directors through the Chair

**RESOURCES & BUDGET:**

- A budget of \$46,000 for travel and committee meetings

**COMMITTEE COMPOSITION:**

- Committee Chair
  - Board member with expertise or high interest in all aspects of fund raising
- Two or more committee members from the PMIEF Board, with expertise or high interest in fund raising
- PMIEF Development Manager
- PMIEF Chair and PMIEF COO or PMIEF Executive Director as *Ex-Officio* Members

**COMMITTEE CHAIR & CONTACT INFORMATION:**

- Committee Chair – Suketu Nagrecha; cell: (313)268-5131; [suketu.nagrecha@yahoo.com](mailto:suketu.nagrecha@yahoo.com)
- Committee members
  - Debra Miersma, cell: +1-413-329-9264, [dmiersma10@nycap.rr.com](mailto:dmiersma10@nycap.rr.com)
  - Kathy Shawver, cell: +1-419-610-7335, [kjshawver@gmail.com](mailto:kjshawver@gmail.com)
  - PMIEF Development Manager, Jeannette Barr, work: +1-610-356-4600 ext. 7117; [jeannette.barr@pmi.org](mailto:jeannette.barr@pmi.org)
  - *Ex-Officio* Members – Jo Ferguson, cell: +1-509-539-2298, [jo@csswa.com](mailto:jo@csswa.com); PMIEF Executive Director Lew Gedansky; cell: +1-609-636-2903; [lew.gedansky@pmi.org](mailto:lew.gedansky@pmi.org)

**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 PMIEF Board for placing items on the PMIEF 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 PMIEF Board reflecting the committee's work.
- k. Interfaces with the PMIEF Chair on matters impacting completion of the charter objectives.
- l. Represents the committee at PMIEF Board meetings/teleconferences.
- m. Works to build a sense of trust and productivity between committee members and other PMIEF 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