



Fund Development Committee Charter of

The EGUSD FIRST Foundation

(Approved on August 28, 2023)

General

The Fund Development Committee is a standing committee of the Board of Directors (the "Board") of the EGUSD FIRST Foundation (the "Foundation") and shall be responsible to the Board.

Purpose

The Committee supports the mission and goals of the Foundation through the establishment and implementation of an effective development plan. The role of the Fund Development Committee is to maximize contributed support for the foundation and to oversee the organization's overall development plan and fundraising to include: organizing, monitoring, and evaluating efforts by the Board to develop philanthropic revenue that ensures the organization's financial ability to carry out its mission, and assure that the Foundation adheres to industry standards governing the solicitation of charitable contributions.

Functions

The functions of the Fund Development Committee shall include, but not be limited to:

1. Establish a fundraising plan, goals and action plans to support the organization's short and long-range goals and objectives.
2. Recommend fundraising goals to the Board for approval.
3. Identifying sources of funding and strategies for success.
4. Identifying community and business leaders to work with Board members in fundraising activities.
5. Developing plans and proposals with respect to fundraising including solicitation of donations, sponsorships, underwriting, and fundraising activities, and reviewing the progress of implementation of these plans and proposals.
 - a) Evaluating costs and benefits of fundraising activities and fundraising-to management expense ratios (<10% on fundraising spending).
 - b) Creation of one or more subcommittees, as necessary or appropriate, to assist in ensuring the success of special activities.
6. Reviewing the Foundation's systems for recording and maintaining data on sources and amounts of donations, sponsorships, underwriting, or other funds raised.

7. Monitoring the Foundation's communications to donors, sponsors, and underwriters, and maintaining information regarding donations.
8. Submission of a written report of committee activity and any request for Board action to the Board chair at least two weeks prior to each Board meeting.
9. Assisting Board members in fulfillment of their giving requirements.

Membership

The number of Board members on the committee shall always be a majority of members of the committee and the Chair of the committee shall be a Board member. Members shall be appointed by the Board for two (2)-year terms and shall be eligible for reappointment except that half of the initial committee members shall serve one (1)-year terms so that terms are staggered. Community members should have a strong background in one of the following: fundraising, business, sales, communications and/or marketing fields and should represent the many diverse elements of the broader community.

Meetings

The Committee will normally meet at least six times per year and more often if determined necessary based upon the scope of work. Meetings are called by the Chair of the Committee. Upon the request of the Board, the Committee shall submit the minutes of all meetings of the Committee to, or discuss the matters discussed at each Committee meeting with the board.

The committee may meet and act upon the vote of its members in person, via telephone or other virtual connection where all parties participating in the meeting can hear each other at the same time. Non-board members on the committee do not have binding authority or voting power.