

Association of Outdoor Recreation and Education
Development Committee Charter
Updated 3/2021

I. Scope: The Development Committee is an advisory committee to the AORE Board of Directors.

II. Purpose: The Development Committee leads the Board of Directors participation in fund development and coordinates with the National Office on development activities and initiatives.

Responsibilities include:

- developing the case for support, cultivating, soliciting and stewarding individuals capable of supporting the organization, both directly and indirectly
- overseeing best practices for donor cultivation, stewardship and retention

The Development Committee will:

1. Support AORE staff in developing the annual plan for Board fundraising goals
2. Assess progress towards meeting those goals
3. Yearly review AORE Board fundraising policies
4. Support the Board with the implementation of the annual fundraising plan

III. Standing Projects:

- Examine development trends and analyze their implications for the future
- Assist staff and Board in preparing fund development goals, policies and reports for Board discussion.
- Arrange development training and access to fundraising resources. (onboarding?)
- Provide periodic input to staff on creative components such as written appeals, donor benefits and general donor cultivation.

IV. Annual Projects: Annual projects will be determined by the Board of Directors.

V. Authority: The Development Committee has the authority to provide advice and assistance to the AORE Staff on implementation of AORE policies that fall within the jurisdiction of the Committee, subject to the following limitations:

- A. The Executive Director is solely responsible for managing the AORE staff. Development Committee members will route staff requests through the Executive Director.
- B. Major policy decisions will be made by the AORE Board of Directors.
- C. The Committee may not spend money in excess of its approved budget without the approval of the Board of Directors. Expenditures of funds within the Committee's approved budget must be coordinated with the AORE Executive Director.

- D. In no case may the Committee engage in activities which affect or jeopardize AORE's tax exempt status.

VI. Committee Membership

- A. Membership. The Development Committee will be a Committee of the Board of Directors. A current Board of Director member shall serve as the Committee Chair. The AORE BOD may also appoint at-large members of the Association to serve on the Development Committee.
- B. Committee Chair. The Committee Chair will convene meetings, set agendas, and run meetings. If the Chair is unavailable for a meeting, he or she may designate an alternate to run the meeting.

VII. Meetings: The Development Committee will meet no less than on a quarterly basis by teleconference, video conference, web conference, or by another means that allow participants to communicate with one another simultaneously. Meetings may be held more frequently on a schedule determined by members of the Committee if dictated by the urgency of the issues within the jurisdiction of the Committee. The Development Committee will also meet whenever it is requested to do so by the AORE BOD Chair or Executive Director.

VIII. Decisions: Committee decisions will be made in a manner set by the Committee that ensures that members of the Committee have an adequate opportunity to express their views and participate in the decision.

IX. Documentation Requirements

- A. Agendas: The Committee Chair, or designee, shall prepare and distribute a meeting agenda to members of the Committee a reasonable period in advance of Committee meetings. A copy of the meeting agenda will be provided to the AORE Executive Director and AORE Board of Directors.
- B. Minutes: The Committee shall keep minutes for all meetings and submit them to the AORE Executive Director and AORE Board of Directors within a reasonable time after each meeting.
- C. Annual Reports: The Committee shall prepare and submit an Annual Report of the Committee to the AORE Executive Director and AORE Board of Directors. The Annual Report shall contain an annual performance evaluation of the Committee. The performance evaluation shall also include a review of the adequacy of this charter and shall recommend any revisions the Committee deems necessary or desirable.
- D. Recordkeeping: The Committee must submit copies of all reports and records to AORE for safekeeping. All program reports and records are subject to review at any time by the Board and Executive Director of AORE.