

DEVELOPMENT COMMITTEE

Mission

The Development Committee provides review, policy guidance and strategic oversight of the University's fundraising practices for the University.

Authority and Responsibilities

The Development Committee is responsible for:

- Oversight of the fundraising efforts of the University.
- Ensuring that all board members are involved in the fundraising process through personal giving, identifying prospects, donor cultivation, and donor stewardship.
- Promoting the best possible culture of philanthropy.
- Performing activities within the scope of its charter.

The Development Committee will review and present to the full Board all recommendations. Final authority for decision and action on these recommendations rests with the full Board.

Organization

Review of Charter

This charter shall be reviewed by the *Chair Pro Tem* of the Board at least annually, and any proposed changes submitted to the full board for approval.

Membership/Structure/Quorum

In accordance with the by-laws of Athens State University Board of Trustees, the *Chair Pro Tem* will appoint members of the committee and designate the chair.

The committee will consist of at least seven (7) members, including *ex-officio* members. The *Chair Pro Tem* and *Vice Chair Pro Tem* will be voting members of the committee. The President of the University will be a non-voting member of the committee.

Committee members will serve a minimum of one (1) year (October – September).

A majority of the members of the Committee will constitute a quorum for the transaction of business.

Meetings

The Development Committee will hold a minimum of four (4) meetings per calendar year (October - September) that are held within seven (7) days of the regularly scheduled meetings of the Board. Additional meetings may be held as the committee deems necessary.

Agenda, Minutes and Reports

The committee will maintain written minutes of all committee meetings.

The Chair of the committee will provide a committee report at every meeting of the Board of Trustees.