



DEVELOPMENT COMMITTEE CHARTER

DRAFT FOR REVIEW (2022)

PURPOSE

The Development Committee will support the Development Team within the Mendocino Coast Healthcare Foundation (MCHFoundation) to devise and implement a broad range of fundraising activities to meet outlined strategic plan and budgetary goals while responding to the funding needs of our healthcare community. They will work to analyze fundraising opportunities within our service region to identify program areas that will create a diversified steady stream of funding for the Foundation's resiliency and sustainability.

MISSION

The mission of the Development Committee is to help create, review and then support plans for diversified fundraising programs for MCHFoundation.

MEMBERSHIP

The Development Committee will be comprised of between three to five members, with the Chair a member of the Board of Directors to be appointed by the Board.

Each Member will serve for a term of one (1) year beginning in January of each calendar year. The Chair of the Committee will poll Members on an annual basis for their desire to continue their service on the Committee.

Activities, Duties, and Responsibilities

The Development Committee will meet bi-monthly, alternating from the scheduled Board of Director's Meetings of MCHFoundation.

The Development Committee has three (3) current Program Initiatives:

- **Unrestricted Contributions:** this funding comes through a variety of initiatives outlined in the Annual Development Plan and can be used by MCHFoundation for operations or as needed.
- **Restricted Contributions:** this funding and the campaigns to solicit, are outlined by the Funding Descriptions of each Restricted Fund and plans for this solicitation are outlined in both the Development Plan and as needed when funding requests are submitted for a specified purpose.
- **Planned Gifts:** this funding is part of a broader initiative to increase long-term sustainable gifts for the Foundation and the program design is defined in the Annual Development Plan.

From time to time, special circumstances or situations may require that the Development Committee meet to respond to special funding requests or significant changes to the Annual Development Plan. These requests would flow from the Executive Director to the Development Committee.

Responsibilities:

- Work with the Executive Director to develop an annual Development Plan.
- Coordinate on the implementation of all aspects of the Development Plan.
- Lead the Board of Director's participation in resource development and fundraising.
- Actively assist in the identification, cultivation, solicitation and stewardship of donors and prospects – individuals, foundations, corporations, and public sector.
- Create specific, measurable, board-level goals for the year. Annually evaluate its work as a committee and the objectives it has committed itself to, and report on the same to the full Board of Directors.
- Ensure that MCHFoundation has appropriate policies and guidelines for accepting gifts and donor solicitation and periodically reviews giving guidelines in order to ensure that they remain current and adhere to industry standards.
- Ensure that the case for support is strong, current, and based on MCHFoundation's mission and goals; and distinguishes MCHFoundation from other nonprofits.
- Ensure that MCHFoundation has effective administrative systems to track grants and donations.
- Provide guidance to staff as requested.

Delegation of Authority

The Development Committee is a planning and recommendation committee only and has no authority to distribute or disburse funds within their Charter without express approval from the Board of Directors or within the approved annual Fiscal Year Budget.

Appendix A
ANNUAL DEVELOPMENT COMMITTEE CALENDAR
Agenda Focus Items

JANUARY

Proposed Development Committee Meeting Agenda: Perform Annual Review of Charter, Perform Annual Review of Policies related to Development and Fundraising (Acknowledgment Plan, Gift Acceptance Policy and others as defined), Presentation of Annual Development Plan and Fundraising Plans of Action, Discussion related to upcoming Events and Planning.

MARCH

Proposed Development Committee Meeting Agenda: “Idea Generation” Roundtable for Winesong & Events, Review Year to Date Fundraising Goals & Objectives, Update on Restricted Fund Balances, and prospective needs.

MAY

Proposed Development Committee Meeting Agenda: Review Year to Date Fundraising Goals & Objectives, Annual Report Draft Review for Edits and Final for mailing in summer, Winesong & Events Updates.

JULY

Proposed Development Committee Meeting Agenda: Review Year to Date Fundraising Goals & Objectives, Review of Events Success, Winesong & Events Planning Update, Update on Annual Report Mailer, Presentation of Annual Appeal Plan.

SEPTEMBER

Proposed Development Committee Meeting Agenda: Review Year to Date Fundraising Goals & Objectives, Annual Appeal Implementation Update; Winesong & Events Update.

NOVEMBER

Proposed Development Committee Meeting Agenda: Review Year to Date Fundraising Goals & Objectives, Annual Appeal Implementation & Results Update; Assignments for Annual Appeal Success, Winesong & Events Update, Annual Review of Committee Commitments, Committee Chair assignment for Board of Director Recommendation.

DECEMBER

Proposed Development Workshop with celebration: Presentation by Fundraising Team on success and progress toward Development Plan Goals, proposals for future development ideas, Development Committee support for annual holiday card/thank you mailers, Events Thorns & Roses; Annual Appeal Update, celebration of successes with a board/staff family dinner/activity.