

TRPLF Policy C-3: Development Committee Charter

Approved: February 6, 2020

Committee purpose

The Development Committee of the Theodore Roosevelt Presidential Library Foundation (TRPLF), a standing committee, has an ongoing responsibility to evaluate the case, progress, goals, and pace of efforts to raise funds for the opening of the library. Committee members serve as ambassadors for the campaign and constructive points of connection for campaign initiatives. Committee members help to create widespread understanding of the campaign initiative and goals for which funds are raised. They help with prospect identification, strategy, refinement of our fundraising efforts, and keeping the effort on schedule. Members of the committee bring their unique knowledge, skills, judgment, community standing, and personal contacts to the role.

Membership

The Development Committee will have two to nine members, and at least 50% if the committee members shall be board members. The board chair shall select members of the committee for one-year terms at the beginning of each calendar year and shall fill any vacancy for the remainder of the calendar year. The board chair may also appoint advisory members who are not board members (not to exceed 50% of total committee membership). The chair may also appoint up to three honorary members in addition to nine committee members. All members of the committee except honorary members are entitled to vote on action items. Approved action items shall be reported to the Board of Trustees for consideration and possible adoption. Experience in fundraising is preferred for committee membership but not required. Committee members may rely on information from professional staff and consultants to accomplish their responsibilities.

Committee Chair

The Chair of the Board of Trustees shall select the chair of the Development Committee, who must be a member of the Board of Trustees. The committee chair will designate a vice chair, who must be a board member, from among committee membership. The vice chair will serve in the capacity of the committee chair when the committee chair is absent.

Activities, Duties, and Responsibilities

The Development Committee will meet at least quarterly. Meetings may be in person or conducted by teleconference. The committee will report to the board at each meeting about its success in achieving its goals and milestones. Committee members shall regularly attend committee meetings and shall not miss more than two sequential meetings. Committee members are expected to set a positive example for charitable donations and campaign giving to the TRPLF.

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