

Fundraising Committee Charter

Board of Trustees

Code of Support Foundation

1. Purpose

To provide for the establishment of the Code of Support Foundation (“COSF”) Fundraising Committee which shall assist the Board of Trustees (each a “Trustee’ or “Trustees”, and collectively the “Board”) by executing the duties and responsibilities, as described in section 4 below, in a manner provided by this charter and the by-laws of the COSF.

2. Type of Committee

The fundraising Committee is a permanent standing committee of the Board.

3. Membership:

The Committee shall consist of not less than three Trustee (“Members”). The Members shall be appointed by the Board. The Board shall designate one Member to serve as the chairperson (“Chair”) of the Committee. All members to the Fundraising Committee must be approved by the Board of Trustees. The COSF’s Director of Development, or other COSF staff, as designated by the Chair, shall serve as non-voting advisor(s) to the Committee. Committee meetings are open to all Trustees; however, only Members shall be eligible to vote during Committee meetings.

4. Duties and Responsibilities

The Committee is responsible for

- a. Reviewing policies relating to the development of financial resources for the COSF.
- b. Recommending to the Board any changes in policies for development of financial resources, including fundraising campaigns, gift acceptance and disposition, non-profit or profit-making earned income subsidiaries, planned giving, or special events.
- c. Preparing every even year, with the Executive Director and Director of Development of the COSF, a Fundraising Strategy (“Strategy”), to include goals and objectives for the next 2-3 years, to be provided for Board approval, no later than July, prior to the start of new fiscal year.
- d. Updating the Strategy in odd years and report changes for Board approval, no later than the Annual Board Meeting.
- e. Reviewing and approving the Annual Fundraising Plan (“Plan”), produced by the Executive Director and the Director of Development, which includes activities, events and milestones to achieve goals and objectives of the fundraising strategy.
- f. Briefing, with the Executive Director and Director of Development of COSF, the Plan to the Board at the Annual Board Meeting.
- g. Reviewing at least quarterly the execution and achievements of fundraising and against the Plan.
- h. Providing recommendations to the Executive Director and the Director of Development on execution and modification of the Plan throughout the year.
- i. Providing the Board additional review and oversight of the Plan, execution and achievements of fundraising activities by the COSF.
- j. Ensuring the Plan is coordinated and synchronized with the COSF budget and the Finance and Marketing Committees.
- k. Providing guidance to the COSF staff as needed on fundraising activities.

- l. Leading discussions at the quarterly or annual Board meetings on resource development and fundraising.
- m. Assisting in the identification, cultivation, solicitation and stewardship of sponsors/donors and sponsor/donor prospects.
- n. Ensuring support is strong, current, and based on COSF mission and goals.

5. Delegation of Authority

- a. Annual Fundraising Plan (“Plan”). The Committee will approve the Director of Development’s Annual Plan, after coordination with the Finance and Marketing Committees. The Committee can approve events and activities for raising of funds either resourced in the Board approved COSF budget or that do not commit to more than \$50,000 in investment, if expected to be offset by direct fees of the event. Task Forces. The Plan will be briefed to the Board at the Annual Board Meeting.
- b. The Committee may establish temporary task forces constituted to last less than one year to assist the Committee in carrying out its duties and responsibilities. All task forces, including task force membership, must be notified to the Board during the next scheduled Board meeting. Task forces may be reconstituted as needed, subject to the approval of the Board.
- c. Subcommittees. The Committee may establish permanent subcommittees (“Subcommittee”) to assist the Committee in carrying out its duties and responsibilities. Creation or elimination of a Subcommittee must be notified to the Board during the next scheduled Board meeting.

6. Procedures:

- a. Meetings. The Committee shall meet at least four times each year. The Chair shall schedule and coordinate notification of all Committee meetings. At least once a year, typically during the annual Board meeting, the Committee shall meet in person. Other Committee meetings may be via teleconference. A quorum of at least two-thirds of the designated members shall be required in order to conduct business.

- b. Minutes. Minutes shall be kept for all meetings. Minutes shall be stored within COSF offices for review as needed by Trustees, COSF staff and others specifically designated by the Board.
- c. Reporting. The Chair, on behalf of the Committee, shall provide reports at all Board meetings, updating the Board as to Committee actions and activities.
- d. Task Forces. Creation of and membership to a task force must be voted on and approved by a quorum of the Committee, with notification of such action to the Board.
- e. Subcommittees. Creation of, elimination of and membership to a Subcommittee must be voted on and approved by a quorum of the Committee, with notification of such action to the Board.

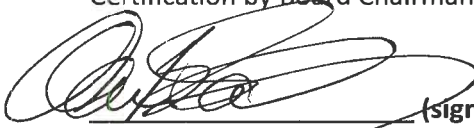
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(signed)

1/17/2019 (date)

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