

Fundraising Committee

Be it resolved by consensus or 2/3 vote of directors, that FOSB adopt the charter of the Fund Development Committee, as well as its responsibilities, manner of acting, rules of quorum, reporting requirements and ways to join.

Charter

To oversee the fundraising activities of FOSB, and prepare a fundraising strategy to be adopted each spring

Responsibilities

- To evaluate fundraising opportunities to determine if they fit into the fundraising principles as outlined by FOSB, and will generate enough income to justify any expense (initial capital and/or time)
- To assist each fundraiser with developing a scope and a plan
- To recruit membership that is familiar with fundraising strategies, marketing, and best practices
- To track metrics (participation percentage, etc) for our annual auction, direct giving and other larger fundraising efforts as determined by FOSB
- To analyze historical data on our fundraisers and present that information to the finance committee to assist in developing income projections.
- To ensure that donor recognition occurs
- To prepare for FOSB discussion any proposed policies for development of financial resources, including new capital campaigns, new fundraisers, etc,
- To develop and implement an annual fundraising plan (fundraising strategy and long-range goals consistent with FOSB's Mission)
- To work with FOSB membership to periodically evaluate (and redraft as needed) the FOSB fundraising guidelines
- To consult with teachers about grant opportunities
- To gather information and learn about best practices of other nonprofits
- To prepare reports as needed, and keep information related to donors confidential but comprehensive
- To publish a quarterly list of donation opportunities for the community, and to make sure this information is available and accurate on the FOSB website.

Ways to join

Members are welcome to join at any time by contacting the Committee Chair. Members will be expected to participate in all Fundraising Committee discussions in order to keep the decision making process fair and expedient. The Committee Chair commits to having these discussions in the way most convenient for the committee members and most appropriate for the discussion. This can mean, email, virtual meetings, and in person meetings.

Manner of acting

Meetings are facilitated by the chair or co-chairs of the committee; agreement within the committee to present their plans are by simple majority of those present at a meeting

Rules of quorum

Quorum is met when a majority of committee members are present at a meeting

Reporting requirements

Fundraising strategy to be adopted each spring; comprehensive minutes are made public