

*As approved at the May 27, 2025 meeting of the ERA Board.*

## **ERA Development Committee Charter**

### **I. Purpose**

The Development Committee supports the fundraising and resource development efforts of the ERA. It works with the Board of Directors and staff to develop, implement, and oversee strategies to generate financial support for the organization through donor cultivation, grant procurement, events, and other fundraising activities.

### **II. Responsibilities**

The Development Committee responsibilities:

#### **1. Fundraising Strategy Development**

- Collaborate with the Board, staff, and other stakeholders to create and refine long-term and short-term fundraising strategies.
- Identify and pursue potential funding sources, including individuals, foundations, corporations, and government entities.

#### **2. Donor Relations and Cultivation**

- Develop and maintain relationships with major donors, prospects, and key supporters.
- Engage in regular stewardship of existing donors to ensure continued support and strengthen relationships.

#### **3. Grant and Proposal Development**

- Assist in identifying potential grant opportunities.
- Support the preparation and submission of grant applications, as well as ensure compliance with grant reporting requirements.

#### **4. Fundraising Event Planning and Execution**

- Assist in the planning and execution of fundraising events, including galas, auctions, and donor appreciation events.
- Help to ensure events are in line with the organization's mission and goals.

#### **5. Resource Identification**

- Identify and recommend new strategies, approaches, and partnerships for generating resources and support for the organization.

#### **6. Monitoring and Reporting**

- Review and evaluate the effectiveness of fundraising strategies and events.

- Report regularly to the Board of Directors on progress, challenges, and outcomes related to fundraising efforts.

#### 7. **Collaboration**

- Work closely with the Board of Directors and other committees to ensure alignment of organizational goals and strategies.
- Coordinate with staff to support fundraising activities.

### **III. Membership**

1. The committee will be composed of a minimum of three (3) members, including a **Committee Chair, Committee Secretary**, and other members as needed.
2. Members of the committee will be appointed by the Board of Directors or the Executive Director and will include at least one member of the Board of Directors.
3. Members of the Committee shall serve for a term of two (2) years and may be reappointed for additional terms. [The initial Committee will have staggered one and two year terms.]
4. The committee will be chaired by a designated Board Member or other appointed individual. The Chair will have a term of one year.
5. The committee should include members from different backgrounds, geographies and expertise to ensure a well-rounded approach to membership development.

### **IV. Meetings**

1. The Committee will meet at least **monthly**, with additional meetings scheduled as necessary.
2. Meetings may be held in person or virtually, depending on the needs of the committee.
3. Decisions will be made by consensus, whenever possible, or as a simple majority.
4. A quorum for meetings will be a simple majority.
5. **Minutes of all meetings will be recorded** and shared with the Board within one week following the meeting of the Committee.

### **V. Leadership**

1. **Chair:** The Committee Chair is responsible for leading meetings, setting agendas, and coordinating committee activities. The Chair will work closely with the staff liaison and report to the Board of Directors.
2. **Secretary:** The Committee **Secretary** will take meeting minutes, maintain records of discussions and decisions, and support the Committee Chair in tracking action items.

### **VI. Decision Making**

The Membership Committee will operate under the principle of consensus whenever possible. If

a decision cannot be reached by consensus, a vote may be taken. A simple majority of the committee members will decide the outcome.

#### **VII. Reporting**

The Committee will report monthly to the Board of Directors on its activities, achievements, and challenges. This will include updates on membership growth, retention rates, and key initiatives.

#### **VIII. Authority**

The Committee shall have the **authority to advise and make recommendations to the Board** and staff, but decisions on budgets, policies, and organizational strategies remain the responsibility of the Board of Directors.

#### **IX. Amendments**

This charter may be amended or revised by the Board of Directors as necessary to ensure the committee's continued effectiveness in meeting the needs of the organization.