



WOODBURY COMMUNITY FOUNDATION

DEVELOPMENT COMMITTEE CHARTER

Effective November 2025

1. Purpose and Scope

The Development Committee is appointed by and responsible to the Board of Directors of the Woodbury Community Foundation for the development of realistic fundraising plans. They assist in completing the essential fundraising tasks and activities and assume primary responsibility for guiding and executing fundraising efforts to meet the budget of the organization.

2. Authority

The committee is authorized to advise the board on matters of individual, corporate, and event-based fundraising. This includes donor recruitment, recognition, retention, and development, to advance the mission of the WCF. The committee serves in an advisory role without independent fiscal authority, with all decisions subject to approval by the board of directors.

3. Membership

Membership is appointed by the board of directors with the advice of the Governance and Nominating Committee consistent with bylaws on an annual basis. The committee shall consist of approximately 8-12 individuals and comprised of no less than 50% of members of the board. The committee chair must be a director who serves on the Executive Committee. For making formal recommendations to the board, quorum shall consist of at least 3 members with no less than 2 being members of the board. The committee seeks individuals with interest in fundraising, leadership and a passion for advancing the mission of the WCF.

4. Responsibilities

The responsibilities of the committee shall include:

- a. **Reporting:** Develop and present to the Board of Directors the long-term and annual fundraising plans that will generate the funds needed to meet the organization's fundraising goals,



- b. **Train and Empower:** Develop and implement a plan for involving board members in the fundraising activities of the organization,
- c. **Explore Sources of Revenue:** Investigate new fundraising projects, activities, and ideas for possible use in the future,
- d. **Delegate:** As needed, create sub-committees to successfully carry out the fundraising events and activities that are part of the fundraising plan,
- e. **Oversight:** Supervise the functions of the annual event fundraising subcommittee,
- f. **Growing WCF Assets:** Responsibility for providing leadership in growing WCF's managed assets, through contacts with individuals, organizations, and the community,
- g. **Collaborate with Other Committees:** Work closely with the Marketing Committee and other WCF committees to coordinate fundraising campaigns and consistent messaging. While marketing leads promotion and messaging for the organization, the development committee shall help to provide subject matter expertise when applicable,

5. Meetings

The committee meets monthly and as needed, either in person or by video call. Meeting agendas are developed and shared with committee members before each meeting. Meeting minutes are recorded and reviewed and approved by the committee at its subsequent meeting.

6. Reporting

The committee provides monthly briefings of its activities to the Executive Committee, and every other month reports to the full Board of Directors. Any matters the committee has approved require subsequent approval by the Board of Directors (or the Executive Committee in certain circumstances on behalf of the Board).

7. Review and Amendments

This charter is reviewed by the committee at least annually, may be amended with consensus of the committee members, and is subject to further approval by the Board of Directors. A copy of this charter shall be maintained in the WCF's digital archive and be made publicly available on the WCF's website.