



## **Fundraising Committee Charter**

The Fundraising Committee is a standing committee of the Windom Community Council (WCC). It provides oversight and guidance to and participation in raising funds to support the WCC's work, insuring the financial viability and stability of the organization.

### **Mission and Scope of Responsibilities:**

#### **Mission**

*Oversee the organization's overall fundraising plan to include organizing, monitoring, and evaluating efforts by the Board to develop revenue that ensures the organization's financial ability to carry out its mission.*

The Fundraising Committee's scope of responsibilities include:

- Work with staff to develop fundraising strategies and plans to support the WCC's short and long-range goals and objectives.
- Monitor execution of fundraising plans, including performance against plans, cost effectiveness, and compliance with legal and ethical standards.
- Facilitate active individual director participation in fundraising, including director interactions with existing and potential government, foundation, corporate and individual donors, attendance at events and personal giving.
- Engage directly with existing and potential donors.
- Ensuring that the case for support is strong, current, and based on the organization's mission and goals; and distinguishes the organization from others in the field.
- Take the lead in fundraising outreach efforts (i.e., chairing a special event sub-committee; golf tournaments, hosting fundraising events).
- Monitor and regularly report progress of development initiatives to board and donors.
- Assure that all members of the Board have the training, tools, and support to effectively participate in fundraising activities.
- Assist in identifying and cultivating prospects, determining whether a potential donor's interests and values match those of opportunities at WCC, and if so, asking them to contribute financially to accomplish mutual objectives by assisting with development efforts.
- Help to evaluate potential prospects for increased contributions
- Recommend policy to the Board on all matters relating to the fundraising program, including:
  - Donor confidentiality, gift acceptance, donor recognition, Planned Giving, etc.
  - Provide input to the Board Nominating Committee to ensure the recruitment of Board members able and willing to secure financial and other resources for the organization.



## **Fundraising Committee Charter**

### **Structure, Roles and Responsibilities:**

The Fundraising Committee is led by the Chairperson who is elected among members of the Windom Community Council (WCC) Board of Directors at the Annual Officer Elections Meeting for a term of one year. The duties of the Chairperson are to: a.) Conduct all meetings of the committee; b.) Prepare the agenda for all committee meetings; c.) As necessary, form subcommittees and appoint members of such subcommittees. d.) Lead the development of an Annual Committee Work Plan to be approved by the Board each fall.

The Fundraising Committee shall be comprised of the Chairperson, at least one other WCC Board member, and at least three additional community members. Committee members should have a strong background in one of the following: fundraising, business, sales, communications and/or marketing fields and group represent the many diverse elements of the broader community. At least one WCC staff member will attend meetings and provide support to carry out the work and goals of the committee.

Qualified Committee members will:

- Proactively develop relationships with potential sources of financial support.
- Provide opportunities for new donor prospects to contribute to WCC tied to their personal objectives and aspirations.
- Make WCC a personal charitable priority.

The Committee may meet minimum on a quarterly basis and more often if determined necessary based upon the scope of work. Meetings are called by the Chairperson of the Committee. Upon the request of the Board, the Committee shall submit the minutes of all meetings of the Fundraising Committee to, or discuss the matters discussed at each Committee meeting with the board.

The Chairperson may select a Vice Chairperson and a Secretary, which collectively constitute the leadership of the Committee. Leadership positions can be held by existing WCC Board members or other members of the Windom community. The primary duties of the Vice Chairperson are to: a) Serve in the absence of the Chairperson and perform all duties as described above. The primary duties of the Secretary are to: a) Record the minutes of all committee meetings, as necessary; and b) Submit approved minutes to the WCC.

### **Committee's Mode of Operation:**

- Hold Committee meetings at a minimum on a quarterly basis.
- Hold ad-hoc or out-of-cycle meetings as required, including for subcommittee activities.
- Provide regular public updates on activities during the monthly WCC meeting and periodically through social media channels, as appropriate.
- A dedicated email address, managed by the Committee Chairperson, should serve as the primary mechanism for regular Windom neighborhood engagement with the activities of the Committee.
- The Committee will create minutes or reports of its meetings for Board review including dates, roll call information, and decisions made (if any are authorized).