

Development Committee

General Purpose

The Development Committee will lead all efforts in resource development and fund-raising; ensuring that sufficient resources are available to achieve the Foundation’s objectives. The committee develops policies, plans, procedures, and schedules for fund-raising. This includes but is not limited to identifying, cultivating, and approaching donors.

Composition

The committee should be comprised of:

- No more than 11 individuals
- No less than 2 Indiana Soccer Foundation Board members
- Suggested members include:
 - A fundraising professional

Leadership

The chairman and vice chairman of the committee will be appointed by the Board Executive Committee

Meeting Frequency

The committee shall determine its meeting frequency; however, this shall be no less than quarterly.

Duties and Functions

- Create and implement annual fundraising plan to include cultivation plan
- Monitor fund development plan monthly in relation to goals and budget
- Determine leadership for all fundraising efforts

Chart of Work

TIMEFRAME	ITEM
Monthly/Bi-monthly (when committee meets)	Evaluate progress towards fulfillment of Annual Development Plan (including progress towards special event timelines and actual vs. budgeted fundraising results)
January	Review and approve Case Statement
January	Revise Chart of Work as needed for the coming year
TBD – immediately after special event	Determine Chairs of following years special events
September	Review and approve Annual Development Plan & Development budget