



## Miles Ahead Charter School

### Development Committee Monthly Meeting

Published on November 2, 2023 at 8:30 PM EDT

---

#### Date and Time

Thursday November 2, 2023 at 7:30 PM EDT

---

#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:30 PM</b>
<b>A.</b> Record Attendance			1 m
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approve Minutes	Approve Minutes		1 m
<b>II. Development Committee</b>			<b>7:32 PM</b>
<b>A.</b> Responsibilities Defined			
<b>III. Other Business</b>			
<b>IV. Closing Items</b>			
<b>A.</b> Adjourn Meeting	Vote		

# Coversheet

## Responsibilities Defined

**Section:** II. Development Committee  
**Item:** A. Responsibilities Defined  
**Purpose:**  
**Submitted by:**  
**Related Material:** Development Roles \_ Responsibilities list.docx



## Recommended Checklist of Fund Development Responsibilities

for the Board of Trustees, Development Committee, School Leadership Team and Development Leader/Dept

<b>Development Responsibilities</b>	<b>Full Board of Trustees</b>	<b>Development Committee</b>	<b>School Leadership Team</b>	<b>Chief Development Officer</b>
Development policies & procedure manual	Review critical policies and vote upon	Develop, update, review, provide feedback policies	Understand, enforce & follow procedures	Establish, document, enforce & follow internal controls in manual
Applying to and receiving Grants	Receive updates on opportunities	Receive updates on opportunities	Apply grants to appropriate programs	Identify grants and send applications/manage process
Annual and multi-year fundraising plans as part of full board planning and Goal setting process	Vote upon recommended plans and goals	Develop Annual and multi-year fundraising goals and opportunities	Identify \$ need and fundraising budget	Develop detailed plans and execute  Develop and provide collateral to share with team as needed
Fundraising events and activities (as part of the annual fundraising plan)	Attend events and market/network as required or promised	Recommend expectations for board and their network, ensure board promises are upheld and \$ goal secured	Coordinate the implementation of the fundraising plan with fundraising efforts by senior staff, parents, and other volunteers.	Develop detailed plan, reach out to vendors, secure partnerships and supervise execution of event
Community engagement	Attend events and market/network as required or promised	Identify need gaps in community relationships and provide outreach and networks as needed	Coordinate the implementation of the community engagement plan with efforts by senior staff, parents, and other volunteers.	Develop community engagement event plans and communicate with vendors for monetary or in-kind donations



Development training – Professional development	Attend board trainings for development	Arrange for Board training on development issues	Support in researching and planning develop trainings for the board with proper materials	Support leadership team in executing training opportunities
Capital Campaigns	Provide oversight and innovation toward reaching campaign goals	Work with leadership to identify board’s role and resource need to successfully reach campaign goal (personal or professional networks for partnerships, etc.)	Identify capital campaign mission and develop multi-year plan for execution	Support leadership team’s efforts to widen networks and secure \$ and track progress
Endowment development/establishment oversight	Oversee endowment growth	Support leadership team in developing board plan for contribution and oversight	Develop endowment fund and campaigns for growth.	Provide collateral, mission, marketing and growth plan to invite community donors