

Board Committee One Pager

Committee Name: Advancement

Year: 2023-24

Purpose:

The purpose of the Advancement Committee is to assist the Board of Education in overseeing institutional advancement philosophy and policies, providing relationships that will assist and attract private sector support, reviewing proposed gifts and sponsorships that may require full Board consideration or action, providing leadership, guidance, and oversight of Institutional development efforts, including major fund-raising campaigns and projects, and oversee all fundraising efforts throughout the school.

Mission Statement:

asdf

Scope of Work:

1. Set the annual goals for school fundraising, orchestrate the board members' leadership and participation in the fund-raising program, and oversee all fund-raising activities by the school (including coordinating fund raising by the Parent Teacher Organization, Athletic Boosters, Enrichment, Scholarships, etc.).
2. Develop, coordinate, monitor, and establish leadership for the periodic capital campaigns of the school.
3. Plan and coordinate the ongoing annual-giving programs of the school (Annual Fund, Year End Giving)
4. Oversee fundraising events and initiatives aimed at fundraising and resource generation.
5. Assure appropriate parent, past parent, and alumni communications and programs to facilitate continuing cultivation of the friends and patrons of the school.
6. Enhance the school's visibility and reputation with the local and broader community, including partnerships and collaborations that benefit the school.
7. Develop communication strategies that effectively share the school's achievements.
8. Maintain a culture of asking, thanking and reporting throughout the advancement committee and sub-committees.
9. Ensure that accurate and secure giving records are maintained by the business office of the school and that appropriate acknowledgment and recognition for gifts are offered.

Appointments and Composition: Committee chair and board members are determined as a result of annual Board training and/or summer working sessions and membership confirmed at a Board meeting at the start of each school year, typically August. Committee staff members are assigned/selected by CIO as needed to support committee work. Committee composition typically includes two Board members, CIO, and assigned staff.

Roles and Responsibilities Members (chair, members, etc):

Yearly Goals:

1. Develop systems and processes that support an "ask, thank, report" culture
 - a. Determine current asks
 - b. Determine current donations

- c. Create thanking process
 - d. Create reporting process
2. Establish Advancement structure with sub-committees and events or projects connected to each committee that we can invite parents and partners to participate in.
3. Create Parent Engagement Plan
4. Use school messages and strategic priorities to a craft development message.
5. Create an annual calendar with events, committee meetings, annual fund, etc.

Annual Calendar: (attach calendar document)

- 1.

Scheduled Recurring Meetings:

Board Roster : Chair - Matt Cartier, Board Member - Greg Shick