

## **Development Committee 2020-2021**

**Purpose of the Committee:**

The Development Committee is responsible to the Board of Trustees and helps the Board fulfill its responsibility of ensuring the school's long-term fiscal health. The committee exists to support the Board and other entities such as PTO in fundraising, fund development, communication, and community engagement efforts. All committee work is done in partnership with the Head of School and the Board of Trustees under the leadership of the Development Director.

**Committee Reports to:** Board of Trustees

**Staff to the Committee:** Development Director

**Committee Membership:**

Appointment of the Development committee chairperson shall be made annually by the Board of Trustees with the advice and consent of the Head of School and Development Director. The Chair of this committee shall be a member of the Board of Trustees. Other committee members will include both Board and non-Board members. All committee work is done in partnership with and through the leadership of the Development Director. The committee does not usurp the authority of the Board, and neither directs or oversees the school staff. The committee will ideally be made up of 10-12 members, each possessing skills/experience in specific functions. The Development Director, Head of School, Business Manager, a PTO representative, and an MCEF representative will sit on the committee. Sub-committees of each function may be formed as needed.

**Key Areas of Responsibility:**

<b>Communications</b>	<b>Community Engagement</b>	<b>Fundraising Events</b>	<b>Fundraising Appeals</b>	<b>Donor Stewardship</b>	<b>Grants Management</b>	<b>Community Partnerships</b>
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**Frequency of Meetings: Full Committee - Monthly on Third Friday**