

## **Financial Development Committee Center for Spirituality at Work**

**Membership** will consist of a minimum of six members with additional representation recommended from a member of the Board of Directors.

**Term of Service:** Two years renewable

**Purpose:** To provide for the financial needs and accountability of the organization. All decisions and activities of the committee should be consistent with the vision and mission of Center for Spirituality at Work.

**Duties & Responsibilities:**

- Develop a long-range fundraising plan and conduct annual updates based on budget requirements;
- Ongoing learning and study of latest trends and current best practices for nonprofit fund development, especially familiarity with the Benevon Plan.
- Each member of the Financial Development Committee will be responsible for ensuring the full implementation of the plan by providing oversight of one aspect of the plan. The various aspects of the plan will be carried out by teams of other volunteers, the office staff and the Board of Directors.

**Accountability:**

This committee falls under the supervision of the Executive Director and is responsible to the Executive Director. The Board member serving on the committee is responsible for keeping the Board informed and fostering their involvement in the plan since the Board of Directors has the legal and ethical responsibility to ensure the financial stability of the organization.

**Reporting Procedure:**

Each meeting should have a published agenda for all members in advance. Minutes of each meeting should be carefully recorded and dispersed to each member of the committee within 48 hours. Items that require action should be presented in written form. A recommendation which has implications for other committees should be available for discussion before presentation to them.

**Time Commitment:**

- Two hour meeting every other month (if needed)
- Some preparation prior to meetings including reading or study to ensure knowledgeable decision-making.
- Each member will periodically be serving as the oversight person for a particular fund development measure to ensure that it is implemented and carried out according to time frame.

