

FUND DEVELOPMENT COMMITTEE

SCOPE AND PURPOSE

The Fund Development Committee was proposed by the Fiscal Planning Committee and became a standing committee of the Association at the direction of the 1993 Executive Council. The general goal of the committee is to act as a clearinghouse/coordinator of funds donated to CASFAA. In addition, the committee is responsible for developing and implementing long-range fiscal and sponsorship plans.

CHARGE OF THE FUND DEVELOPMENT COMMITTEE

1. Identify the fund development needs of CASFAA.
2. Establish fund development long range goals/plan.
3. Survey current sponsors to identify interest level, funding preferences, other potential sponsors, and any current or potential problems.
4. Centralize communication with current and prospective sponsors.
5. Increase the pool of potential sponsors.
6. Coordinate and facilitate fund development activities with all CASFAA committees, including coordination of fund development and sponsorship at the annual conference.
7. Develop professional packet for sponsors identifying full range of sponsorship activities including those provided at the Conference.
8. Develop written policies and procedures for sponsors.
9. Develop new funding vehicles/plans (i.e., trusts, etc.).
10. Develop consistent and appropriate acknowledgment to sponsors.
11. Centralize reporting of fund development activities.

SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE

A. Fund Development Committee Chair:

The Fund Development Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the

Committee Chair selected by the President.

B. Fund Development Committee Members

Committee members are appointed to the Committee by the Committee Chair. The Treasurer will serve on the Committee in an ex-officio capacity. Preference in selection of other Committee members is given to Association members who have an expertise, interest, or experience in fund development. The committee should be composed of members from each of the five institutional segments.

C. Committee Size: Recommended: 6 members

COMMITTEE MEETING

The Fund Development Committee meets as needed during the year. The goal of each meeting is to review progress toward the Committee's goals and outline tasks leading to the accomplishment of these goals. Goals are set based on the above listed charges and on the time commitment available from each member.

HISTORY OF THE FUND DEVELOPMENT COMMITTEE

The CASFAA Fund Development Committee was authorized in 1993.