

**PMI EDUCATIONAL FOUNDATION BOARD STANDING COMMITTEE CHARTER**

**COMMITTEE NAME:**

**2019 Development Committee**

**CHARTER EFFECTIVE DATE & DURATION:** 1 January 2019 – 31 December 2019

Version # 1    Rev. Date:    Description of Change:

**COMMITTEE PURPOSE:**

The PMIEF Development Committee is responsible for the planning and oversight of PMIEF fund development activities, including donor identification, cultivation, solicitation, stewardship, and fundraising.

**DELIVERABLES:**

**Annual/Ongoing Deliverables**

Planning for development:

- Provide strategic direction on PMIEF Development activities.
- Provide oversight and support to ensure that the PMIEF Annual Fundraising Plan (AFP) is updated in accordance with the approved PMIEF Integrated Plan and the Strategic Agenda, and with the Development Roadmap.
- Review, update and expand Development Roadmap.
- Monitor trial effort of Donor Development Partners, adjust process and resources as necessary.

Care and feeding of stewardship goals and processes:

- Establish fundraising goals for stewardship as part of the PMIEF Integrated Plan and the Board Dashboard.
- Identify, with staff, donors appropriate for stewarding, and assign Board members and Donor Development Partners members to cultivate, solicit, and steward individuals.
- Oversee the achievement of fundraising goals established for both Board and Donor Development Partners stewards, monitoring accountability to process and results, and taking appropriate action to ensure donors are stewarded as planned. PMIEF Board of Directors and Donor Development Partners should report on their stewardship activities at least quarterly.
- Recommend and ensure implementation of training for PMIEF Board of Directors, individual board members, the Donor Development Partners, and other volunteers as needed, on effectively identifying, cultivating, soliciting, recognizing and stewarding donors in the PMI/PMIEF environment; and education on the global impact of PMIEF's mission. This training will include providing training and mentoring for new Board members and DDP members, as well as regular ongoing annual training to enhance skills of all stewards.
- Review, update and upgrade the stewardship process and materials. Assure adequacy of resources, including staff and technology, and work with PMIEF Executive Director to plan appropriately for future budgets.

Maintenance:

- Conduct an annual review of fundraising policies and recommend changes. This will include the Gift Acceptance policy and the Endowment policy.
- Create next year Development Committee Charter
- Create next year Donor Development Partners Charter

**One Time Deliverables for 2019**

- Monitor and support the implementation of multi-year individual donor recognition.
- Monitor and support the implementation of Chapter Giving Society recognition.
- Evaluate protocol for recognition when a former PMIEF Board of Director pass away
- Review of and provide input on the transition plan for the chosen strategic choice including, but not limited to, the communications plan and the development fundraising.

**ACCOUNTABILITY AND REPORTING REQUIREMENTS:**

- Accountable to the PMIEF Board of Directors through the Committee Chair.
- Committee Chair provides reports to the PMIEF Board of Directors at each business meeting, or as needed, regarding the progress and challenges of the committee in accomplishing their deliverables

**RESOURCES AND BUDGET:**

- Committee meetings co-located with PMIEF Board Meetings are covered in PMIEF Board Meeting Budget.
- Committee Teleconference costs covered in PMIEF Budget.
- Travel as appropriate.

**COMMITTEE COMPOSITION:**

- Committee Chair
- Two or three committee members from the PMIEF Board of Directors
- Staff Liaison
- PMIEF COO (or designee)
- *Ex-Officio* Member: PMIEF Chair

**COMMITTEE MEMBERS:**

Committee Chair: Ram Dokka

Committee Member: Olivier Lazar

Committee Member: Rebecca Winston

Committee Member: Peter Monkhouse

Staff Liaison: Michele Raymond (PMIEF Development Manager)

PMIEF COO or designee: Jeannette Barr (PMIEF Executive Director)

Ex-Officio Member: PMIEF Chair Jane Farley

**COMMITTEE CHAIR ROLES AND RESPONSIBILITIES:**

1. Guides and focuses the committee in accomplishing the purpose and deliverables detailed in the Development Committee charter and in accordance with PMIEF governing documents. Ensures that all committee members are fully attuned to the committee purpose and deliverables.
2. Develops a work plan which will allow the committee to discharge their responsibilities effectively and efficiently.
3. Develops meeting agendas and conducts either virtual or face-to-face meetings of the committee, as needed, and directs communication of committee matters.
4. Ensures that meeting notes capture committee consensus agreement items as well as requisite follow-up actions.
5. Ensures all committee members are aware of and adhere to the process and timing established by the PMIEF Board for placing items on the PMIEF Board agenda for discussion and deliberation. This includes adhering to the PMIEF Board calendar, submitting completed PMIEF Board agenda template(s), ensuring that the PMIEF Board agenda items are discussed and a straw vote taken in a PMIEF Board informal session, and ensuring that motions are adjusted, as needed, before deliberation and voting in PMIEF Board formal session.
6. Builds a sense of trust, productivity and camaraderie within the committee.
7. Assigns tasks among the committee members, as necessary.
8. Ensures committee work is effectively conducted between meetings and that calendar commitments are met.
9. Develops and submits to the PMIEF Board timely and accurate reports, proposals and supporting documentation reflecting the committee's work.

10. Interfaces with the PMIEF Board Chair on matters impacting completion of the Development Committee charter objectives.
11. Represents the Development Committee at PMIEF Board meetings/teleconferences.
12. Cultivates a sense of trust, cooperation and productivity between Development Committee members and other PMIEF Board committees.
13. Addresses non-productivity within the committee.
14. Reviews the charter and provides recommendations to the PMIEF Chair for updates to the following year's charter.
15. Guides the Donor Development Partners Liaison in accomplishing the purpose and deliverables detailed in the Donor Development Partners charter.
16. Transitions with the incoming Development Committee Chair

**PMIEF STAFF LIAISON ROLES AND RESPONSIBILITIES:**

1. Empowered to make decisions to support accomplishing the mission and objectives of the Development Committee. Any direction of the committee which may violate PMIEF governing documents must be discussed with the Development Committee Chair and the PMIEF COO.
2. Coordinates with the Development Committee Chair to discharge the responsibilities of the committee efficiently and effectively, coordinates all administrative duties, and ensures that an online community exists for the Development Committee.
3. Coordinates with the Development Committee Chair to develop agendas, set meeting dates and locations, and communicate meeting requirements using the following criteria:
  - a. Meeting dates and locations should be determined as far in advance as possible.
  - b. Meeting requests forms should be sent to the proper contact with all meeting requirements stated.
  - c. Agendas should be developed using the standard agenda template including the meeting date, venue and meeting room (when known) on all agendas. The agenda should reflect which agenda items are tied to a stated deliverable in the charter.
  - d. Handouts will be distributed to the team in advance of the meeting via the team's online community.
4. Coordinates with the Development Committee Chair to capture notes that reflect consensus agreements and follow-up actions using the standard format for meeting notes for PMIEF Board Standing Committees.
5. Coordinates with the Committee Chair and other staff to ensure all reports, proposals, presentations, and supporting documentation are developed in a professional and timely manner.
6. Coordinates with other PMIEF and PMI staff to ensure that any financial, ethical, legal and/or strategic implications associated with any option brought to the PMIEF Board is identified and revealed during the preparatory stages and that these implications are reported on the Board agenda template.
7. Ensures that an online community site is established and maintained and committee documents are appropriately archived in a timely manner.
8. Coordinates issuances of all approved external communications.