**CULTURAL COUNCIL OF GREATER JACKSONVILLE**

**CHARTER OF THE DEVELOPMENT COMMITTEE**

**STATEMENT OF PURPOSE**

Responsibility for the development of sustainable long-term financial resources for the Company rests with the Board of Directors (the “Board”). The purpose of the Development Committee (“the Committee”) of the Cultural Council of Greater Jacksonville (the “Company”) is to assist the Executive Director in establishing and fulfilling a fund-raising strategy which is then approved by the Board of the Company. The Committee shall provide guidance and assistance with fund-raising efforts, including providing guidance on revenue-generating plans by reviewing, discussing, evaluating and helping to implement proposed financial development and marketing strategies.

**COMPOSITION**

The Committee shall be comprised of the Committee’s Chair and no more than four (4) other members of the Board who shall serve one-year terms, provided that the Committee shall have a minimum of three (3) members at all times. The Chair of the Board may also appoint up to four (4) non board members to serve. All Committee members shall be free of any relationship that, in the opinion of the Board, would interfere with the exercise of independent judgment as a Committee member or advisor or give the appearance of lack of independence.

**OPERATIONS**

Meetings. The Chair, in consultation with the other Committee members, shall determine the schedule and frequency of Committee meetings. Notice of meetings of the Committee shall be given to the Committee at least five (5) days prior to the meeting.

Any Board Member who is not a member of the Committee may attend Committee meetings as an observer. Other observers may attend meetings under exceptional circumstances and contingent upon Committee Chair approval.

Agenda. The Chair shall develop the Committee’s agenda for each Committee meeting. The agenda and all pertinent information concerning the business to be conducted at each Committee meeting shall, to the extent practicable, be delivered to all Committee members sufficiently in advance of each meeting to permit meaningful review.

Reporting. The Committee formally reports to the Board. The Committee shall keep minutes of its meetings and regularly report on its meetings and other activities to the Board at the direction of the Board.

Voting. A majority of the Committee members, present and voting, shall constitute a quorum. The Chair should aim for consensus on all decisions. If consensus cannot be reached, majority and minority positions shall be reported to the Board.

Delegation of Authority. The Committee shall have the power to delegate on an exceptional basis its authority and duties to the Committee chair or individual Committee members as it deems appropriate.

Amendment. This Charter may only be amended or varied by resolution of the Board.

**RESPONSIBILITIES AND AUTHORITY**

The Committee has the following responsibilities and authority:

1. Periodically review policies relating to the development of long-term financial resources for the Company.
2. Prepare for Board discussion any proposed policies for development of financial resources, including capital campaigns, fundraising for annual operating support, gift acceptance and disposition, planned giving, or special events.
3. Periodically review policies relating to marketing activities that generate earned income and complement development efforts.
4. Evaluate Directors’ giving expectations, and review progress of and actively participate in capital campaigns.
5. Participate in planning, organizing, hosting and/or sponsoring fundraising activities that support fundraising for annual operating purposes.

**Approved by the Board of Directors \_\_\_\_\_\_\_\_\_\_, 2017**