



JOB DESCRIPTION

JOB TITLE: DEVELOPMENT COMMITTEE

DATE: August 25, 2016

REPORTS TO: AOS Board of Trustees

Job Summary

The role of the Development Committee is to advise the Board on fundraising policy matters and help carry out the operations of the Society with respect to development and fundraising. The Committee ensures that the AOS's total development program is in concert with the AOS's mission, strategic direction and needs. The Committee serves as the mechanism by which board members and other volunteers are involved in the fundraising .

The President shall recommend to the Board a chair for the committee and shall approve with the agreement of the Committee chair, all appointments to the Committee. (Ref. By-laws 4.2.1).

No person, unless provided otherwise by the Board, shall serve as chair of any committee for more than four (4) consecutive years (Ref. By-Laws 6.1).

DUTIES & RESPONSIBILITIES:

The Development Committee:

- Involves and motivates board members and volunteers in cultivation and solicitation of gifts, including non monetary gifts, and donations.
- Develops policies and procedures for Board and staff action related to gift solicitation and recognition for Board approval.
- Ensures development support is strong, current, and based on AOS's mission and goals.
- Helps develop strategies for involvement and cultivation of major gift prospects.
- Provides information on issues affecting fundraising among the AOS's constituencies.
- Evaluates potential prospects for additional contributions.

JOB DESCRIPTION

JOB TITLE: Development Committee

DATE: February 22, 2018

- Develops expectations for financial contributions from the Board. Solicits gifts at levels required for annual, special and planned-giving programs.
- Oversees development of solicitation and acknowledgement letters.
- Establishes a comprehensive list of various AOS activities that could be "endowed" by donors as a one-time gift or by sustained financing over time so as to help defray the cost of such activities which the AOS historically has supported with its own funds.
- Seeks donations from members, the general public, affiliated societies and other appropriate sources on a yearly basis using various media outlets such as the internet, print, direct solicitation and the like.
- Accesses data bases of donors to analyze and direct types of solicitations for various types and levels of donors.
- Develops suitable ways of thanking and acknowledging gifts and donations.

Duties of the Chair of the Development Committee

- Reports recommendations of the Committee to the Board of Trustees and seeks their approval.
- Convenes and chairs Committee meetings and ensures minutes of meetings are distributed to all Committee members.
- Reports to the Trustees at each semi-annual Members Meeting and to the members at the Annual Meeting.
- Provides leadership to Committee to assure that the development program of the AOS is carried out as approved by the Board of Trustees.
- Serves as the point person for the Committee to communicate questions and concerns to the Trustees and vice versa.
- Represents the Committee at meetings of AOS committee chairs.
- Coordinates and oversees the Committee's work
- Ensures that website information relating to development is kept current.. This includes monitoring to ensure posting has been completed.

JOB DESCRIPTION

JOB TITLE: Development Committee

DATE: February 22, 2018

(This is a new Job Description and has not been previously presented to the Board for approval).

Approved by the Board of Trustees on August 25, 2016

Revision to keep website information current approved by the Board February 22, 2018.