

# Fundraising Committee Charter

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## Purpose

The **Fundraising Committee** is a standing committee of the Board of Directors (the “Board”) of the Minnesota Architectural Foundation (the “MAF”). The Fundraising Committee supports the Board in establishing annual and long-term fundraising goals and strategies to grow MAF’s funds including building fundraising infrastructure and donor identification, raising funds through various activities and promoting a culture of giving in the community.

## Type of Group

Standing committee of the Minnesota Architectural Foundation Board of Directors.

## Authority Delegated or Retained

Fundraising activities outlined herein are delegated to this committee by the Board. It is expected that the Committee will provide monthly fundraising activity and status updates to the Board. Goals, activities and expenditures must be reviewed and approved by the Board.

## Membership

Members of the Committee should include: MAF President-Elect, a Board-appointed Chair and up to three Board members at large selected by the Board and up to 2 non-Board members selected by the MAF Nominating Committee and the Executive Director. Because the continuity of fundraising knowledge and experience is important it is also recommended that the current President and/or immediate Past President serve on the Committee. Committee members serve one-year terms beginning January 1<sup>st</sup> and ending December 31<sup>st</sup> of that same year or until the new appointment is complete, terms are renewable. Membership will be confirmed on an annual basis.

## Leadership

The Board-appointed Chair will chair the Fundraising Committee.

## Committee Meetings

The Committee will meet monthly, or as often as its chair or a majority of its members deems necessary or appropriate, either in person, telephonically or electronically, and at

such times, places and manner as staff may determine. The chair and staff will develop an agenda in advance of each meeting and communicate meeting details to Committee members in a timely fashion.

As necessary, the Committee will meet in a joint session with other committees regarding items of concern to both committees.

## Staff Support

The Executive Director will allocate AIA Minnesota staff, MAF staff or independent consulting time to provide support of meetings and online activities of the Committee, and any additional staffing as appropriate. AIA Minnesota staff or MAF staff will also ensure that a physical meeting space is available when required and that opportunities for remote participation (via conference call, video-based, or Internet-based remote technology) are also made available.

## Activities, Duties, and Responsibilities

The Committee will engage in the following activities:

- Participate with the MAF President, Executive Director and Committee in developing recommended fundraising targets and related expenses during the annual budgeting process.
- Lead and manage the major annual fundraising activities (see board handbook for historical information).
- Develop, coordinate and support long-term strategies for corpus growth for all named funds that leverage other AIA Minnesota activities and long-range plans.
- Coordinate the integration and utilization of the donor management software with the Committee's donor prospecting and cultivation activities (see board handbook for historical information).
- Provide periodic updates to the Board on the on-going fundraising activities, status of contributions to each fund, major gifts, upcoming fundraising efforts, etc. as warranted, but no less than quarterly.
- Provide meeting notes for committee meetings to include an attendance record, copy of the agenda and summary of topics discussed to be distributed to the Committee, President and Executive Director.

## Primary Author(s)

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Date this charter was approved initially by the MAF Board of Directors

April 2021

Anticipated date of charter review / potential revision by the MAF Board of Directors, with input from group leadership and staff

2024

A handwritten signature in black ink, appearing to read "David Loehr".

David Loehr, AIA

Minnesota Architectural Foundation Secretary