

**Society of American Archivists Foundation
Board of Directors Meeting
January 22 - 23, 2013
Chicago, Illinois**

**Review of Foundation Development Committee Description
(Prepared by Executive Director Nancy Beaumont)**

BACKGROUND

The current description of the SAA Foundation Development Committee was adopted by the Foundation Board of Directors in May 2006 and revised in May 2010:

SAA Foundation Development Committee

Established: May 7, 2006

Official Charge:

I. Purpose

The SAA Foundation Development Committee reports to the Foundation Board of Directors and is responsible for developing and implementing plans to raise funds to support the long-term viability of the SAA Foundation and its priorities.

II. Committee Selection, Size, and Length of Term

The committee consists of the following members: SAA President, Foundation Board chair, SAA Executive Director, and two individuals to be appointed by the Board chair. If the SAA President and the Board chair is the same person, an additional individual will be appointed to the Committee.

Committee members are selected on the basis of one or more of the following: fundraising experience, ties with the corporate community, expertise in obtaining grant funding. Individuals who are appointed to the committee will serve a three-year term.

III. Reporting Procedures

The Committee reports to the SAA Foundation Board of Directors at each of the Board's meetings.

IV. Duties and Responsibilities

- Adhere to all laws and to Foundation policies and procedures as established by the Board of Directors.
- Working with the Foundation Board of Directors and staff, define and periodically review the short-term and long-term funding needs of the organization.
- Develop and implement short-term and long-term communication plans that identify and rank potential donors (both inside and outside of the archives profession), messages, tactics, and strategies.
- Consider the full range of development opportunities, including (but not limited to) annual giving campaigns, special campaigns (e.g., associated with a special anniversary or event), grant funding, major gifts (i.e., outright gifts from income, such as cash or securities), and planned giving (i.e., gifts of assets), provided that opportunities are consistent with adopted gift acceptance policies and procedures.
- Review and report on progress made toward fundraising goals.
- Inspire the full Board of Directors to participate in fundraising efforts and to make personal financial donations.
- Consider how and when to involve external fundraising experts, and make recommendations as appropriate to the Foundation Board.

V. Meetings

The Committee meets annually in conjunction with the SAA Annual Meeting and at other times, as needed, with Foundation Board approval.

Approved by SAA Special Funds (Foundation) Board of Directors: May 7, 2006

Revised: May 26, 2010

DISCUSSION QUESTIONS:

1. Does the Foundation Board wish to make any changes in the current description of the Foundation Development Committee?
2. How does the Board wish to go about making appointments to the Development Committee?