

**Society of American Archivists Foundation
Board of Directors**

**Interim Action Item: Revise Development Committee Description
June 5, 2013**

(Prepared by Executive Director Nancy Beaumont)

BACKGROUND

At a January 2013 meeting members of the SAA Foundation Board of Directors agreed that it is important for the Foundation to have a Development Committee to oversee development and implementation of the Foundation's fundraising efforts. The Board reviewed the current committee description at that meeting and asked that it be revised as necessary and brought back to the Board for consideration.

DISCUSSION

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. The proposed revision updates the Committee description based on 1) the Foundation bylaws adopted in May 2011 and 2) a desire to maintain a simple and effective governance structure.

MOTION

THAT the description of the SAA Foundation Development Committee be revised as follows (strikethrough = deletion, underline = addition):

SAA Foundation Development Committee

Established: May 7, 2006

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. The Development Committee consists of five members: the Foundation Vice Chair (who serves as the chair), the Executive Director, and three individuals appointed by the Board Chair based on recommendations from the Board members and others and subject to the approval of the Board. The three appointed members of the Committee serve for staggered three-year terms, so that one individual is appointed each year.~~

Committee members are selected on the basis of one or more of the following: fundraising experience, ties with the corporate community, and/or 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 at each of the Board's meetings. The Development Committee reports to each full meeting of the Foundation Board of Directors and at other times as requested by the Board.~~

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. Propose specific fundraising goals and strategies for the Board's adoption, and review and report annually on the progress of actions taken to achieve them.~~
- 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.~~ via conference call or other electronic means.

*Approved by SAA Special Funds (Foundation) Board of Directors: May 7, 2006. Revised: May 26, 2010.
Revised by the SAA Foundation Board of Directors: June 2013.*

Support Statement: The revision reflects the governance structure approved via the Foundation bylaws in May 2011 and provides a simple but effective framework for the work of this important group.

Fiscal Impact: Re-establishment of a committee whose members provide both expertise and commitment to fundraising will have a positive impact on the Foundation's development activities.