DEVELOPMENT COMMITTEE
JOB DESCRIPTION

Purpose: Filter Assembly fund raising requests and advise the President and General Manager.

Interactions: President, General Manager, Assembly Committee Chairs.

Committee members: Appointed by the President for three-year terms that rotate annually. The President and General Manager are ex-officio members.

Responsibilities: The Committee will

1. Create a climate for individuals and groups to discuss Assembly fund raising needs with the Committee.

2. Receive applications for selection, which will be made directly to the Committee during a time period to be determined by the Committee and made known to the Assembly membership though Mountain Voices and other appropriate media.

3. Provide a vetting process for Assembly fund raising requests.

4. Consider the best venue for achieving funds for a request: Consolidated Capital Fund, Annual Fund, Fund Raising Event, or other.

5. Consider fund-raising events that should, in general, be for projects not included or not entirely included in normal budgetary or capital funding.

6. Suggest no more than one event to be held during a single season of the Assembly.

7. Select a recipient of the fund-raising or designate a committee or organization for the fund-raising up to three years in advance of the event.

8. In the event of multiple applications, take into consideration all matters it considers relevant including the importance of the event to the Assembly, the ability of the organization or committee to be successful, and the time period from a previous event held by that organization or committee.

9. Present to the Board of Trustees the selection of the organization or committee as a recommendation of the Committee for approval.

In the event an organization or committee application is not selected, that organization or committee may reapply during subsequent application periods.

All events will be required to conform to all Assembly rules and regulations including those concerning alcohol as set forth in the Code of Regulations.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and <u>only</u> to the chairman. Members should <u>never</u> 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to <u>hear</u> every other member. Under certain circumstances, polls may be used.