

Fundraising and Membership Committee Charter

Approved 2-26-2019

Purpose

The Fundraising and Membership Committee is responsible for all fundraising and membership initiatives in support of the work of the Orleans Conservation Trust.

Authority

The Committee is authorized to pursue, without constraint or participation of the staff, matters within its scope of responsibilities.

Composition

The Committee shall be composed of at least three Trustees. The President shall appoint the members of the Committee, including the Committee Chair, subject to Board approval.

The President and Director of the Trust shall serve as ex-officio non-voting members of the Committee. The President may, in certain cases and in consultation with the Chair, appoint specially qualified non-Trustees to serve on the Committee.

Term

Committee members shall serve a one-year term. All terms commence upon a favorable vote from the Trustees at the Board meeting following the Annual Meeting, or, if a member is appointed after said Board meeting, such member's term shall run from the date of appointment until the Board meeting following the next Annual Meeting. During a member's term, the member may resign or be removed by the Board. There are no limits on the number of terms a member may serve. It is preferred that the Committee Chair have previously served at least one year as a member of the Committee.

Meetings

The Committee shall meet in-person at least once each year, and more frequently as circumstances dictate. A majority of the members of the Committee shall constitute a quorum sufficient for the taking of any action. A majority vote of the quorum shall be the decision of the Committee.

In the absence of the Committee Chair, the Committee shall appoint by majority vote a member of the Committee to serve as Committee Chair. Committee meetings shall be open to any Trustee with prior consent of the Chair.

Meetings may be held by telephone conference so long as all members of the Committee can hear each other. Participating in a meeting by telephone shall constitute a presence at the meeting.

Responsibilities

The Committee's general responsibilities include:

- Providing input and guidance to the Director in the development of the membership and annual fund appeals, direct mail, personal solicitation, and events.
- Helping plan and implement all campaigns to solicit funds from Orleans Conservation Trust members, corporations, foundations and community members.
- Monitoring fund raising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.
- In conjunction with the Land Acquisition Committee, assist in developing an appropriate plan for acquisition of new properties that require financing.

Other Responsibilities:

- At its first meeting of the year, establish Committee calendar, timeline and guidelines for tasks to be completed during the year.
- Annually conduct a self-evaluation of the Committee's performance and report the results to the Board.
- Keep the Board informed of all material events and activities.
- Report to the Board the results of Committee meetings.
- Perform such other duties as are necessary or appropriate to further the Committee's purposes, or as the Board may assign to it from time to time.

Conflicts of Interest

If any member of the Committee shall have, or appear to have, a conflict of interest that impairs or appears to impair the respective member's ability to exercise independent and unbiased judgment in the good faith discharge of his or her duties, he or she shall disclose such conflicts and recuse himself/herself prior to meaningful discussion.