



Development Committee

Member Responsibilities

General Overview

1. General description of the position: This committee will be responsible for coordinating fundraising activities among RP, Foundation, LMC, COF, and Scholarship Trustees. The DC shall also align fundraising goals with Society strategic objectives. The DC will ensure that all components of the Development program are being managed and coordinated to increase the fundraising potential of the groups represented on the Committee and to maximize ASHRAE's comprehensive fundraising efforts. The Development Committee reports to the BOD.
2. Composition of the committee: The Development Committee shall consist of fourteen (14) voting members, a coordinating officer and a consultant. The DC voting membership shall include:
 - a. One Chair
 - b. One Vice Chair
 - c. Three (3) members of the RP ExCom
 - d. Three (3) members of the Foundation Board ExCom
 - e. One member of the Scholarship Trustees
 - f. One member of the College of Fellows
 - g. One member of the Life Members Club
 - h. Three (3) Members at Large
3. Term of Service: The term of service for the Chair and Vice Chair positions is one year for each position. The term for a member representing a specified committee, board or group shall be coincident with their term on the respective committee, board or group.
4. Required Qualifications: All members must hold the grade of Member or higher in the Society. The Chair, Vice Chair and Members at Large should have served on the RP Committee, Foundation Board, or should have significant Society leadership experience.
5. Helpful qualifications, experience, interests, or skills: Members should be considered for their fundraising and marketing expertise.

Specific Time, Money, and Task Commitments

1. Attend two meetings per year, which are held at the ASHRAE Annual (Summer) and Winter conferences.
 - a. The Development Committee meets on Monday, during the Annual and Winter conferences, typically from 10:00 AM to 12:00 PM. Some DC members elect to attend most of the Annual and Winter conferences to maintain familiarity with current Society

- needs and become aware of strategic directions the Society may pursue that require funding.
- b. Transportation costs are paid by the Society. See ROB 1.201.027.
 - c. There are likely to be subcommittees formed at the prerogative of the DC chair to accomplish the purpose of the Committee. It may be determined that these subcommittees will meet during the Annual or Winter conferences, in addition to probable conference calls to accomplish the work of the subcommittees.
2. Requirements between Annual and Winter conferences.
- a. The DC may hold conference calls, as necessary, to conduct urgent business. Subcommittees may also hold conference calls, depending on what the subcommittee chairs determine is necessary. Committee and subcommittee conference calls are two hours or less in duration.
 - b. DC does not, as a rule, hold regular face-to-face spring and fall meetings.
 - c. Most of the individual workload is determined by the individual's assignment to support the DC chair's MBOs or disseminate information between the committee for whom they are the liaison and the DC. Workflow will vary throughout the year. Once activities supporting an assigned MBO are completed, then the individual's workload is minimal beyond what is necessary to be familiar with committee activities (a few hours here and there). The committee chair workload consistently averages a few hours a month with extra time needed to prepare for special meetings or fundraising activities.
3. Strategic leadership of the Society is the Board's most important role, and DC members have the opportunity to align fundraising goals with Society strategic objectives. The committee responds to Society directives and needs for fundraising programs

Approved 1/30/17