

New York-New Jersey Trail Conference

Membership and Development Committee Charter

The Membership and Development Committee is a Committee of the Corporation

Purpose

Responsibility for the development of sustainable long-term financial resources for the New York-New Jersey Trail Conference rests with the Board of Directors, the Executive Director and the Development & Membership Director. The M&D Committee provides the Board and development staff with counsel on revenue-generating plans (both earned income and fundraising) by reviewing, discussing, evaluating and helping to implement proposed financial development and marketing strategies. The Committee also engages in fundraising through its participation in events, prospecting and solicitation activities.

Membership

The M&D Committee Chair is nominated by the Board Chair for Board approval. The Committee Chair in consultation with the Development & Membership Director invites other members to the Committee, including at least three Board members. The Board Chair and Development & Membership Director are ex-officio members.

Responsibilities

- To periodically review policies relating to the development of financial resources for the Trail Conference.
- To prepare proposed policies for development of financial resources which may require Board approval.
- To evaluate Board giving expectations and engage the Board in fundraising activities.
- To oversee planning, organizing, hosting and/or sponsoring fundraising activities and campaigns.
- To develop annual and long-term fundraising plans.
- To develop measures designed to retain and increase Trail Conference membership.

Meetings

Meetings will be held quarterly or as necessary to prepare for Board policy discussions and to meet yearly goals of the Committee. Minutes shall be kept of all meetings. A majority of members present in person or by telephone shall suffice as a quorum, and a majority vote of such members shall be necessary for Committee action items.

Reporting Relationship and Staff Support

- The M&D Committee Chair reports to the Board of Directors.
- The M&D Committee is supported by the Executive Director, Development & Membership Director and M&D team as appropriate.

This charter approved and adopted on January 19, 2016 by the Board of Directors