

**Scope of Work – Development Committee
C&O Canal Trust Board of Directors**

September 15, 2012

Membership: The membership of the Development Committee is open to Board and non-board members.

Purpose: The Development Committee is responsible for setting policy and strategic direction for the fundraising activities of the Trust. The Committee support the Development Director and the President through contacts in the community for fundraising opportunities as well as generating ideas for fundraising activities. The Development Committee reviews the annual budget with the specific objective of guiding the revenue and fundraising objectives.

Primary Duty(ies):

Review the Fundraising Plan annually and provide input

Work with staff to create Development Plan

Provide contacts in the community and make introductions where needed to help in the fundraising process

Oversight of major fundraising efforts (Friendship events, PAD, Canal Quarters)

Oversight and approval of the annual fundraising goals and objectives

Supporting Activities:

Quarterly meetings with Development Director to review progress against goals

Active participation from Committee members in identifying fundraising opportunities

Participation and financial support for fundraising events

Policies under the Committee's Purview:

NPS/Friends Agreement Annual Work Plan as it relates to Fundraising

Setting Major Donor levels and Corporate Sponsorship recognition