



Development Committee Charter

04/12/24

[Reviewed and endorsed by
Governance Cmte chair on
04/12/24]

The purpose of the Development Subcommittee of the Board of Directors is to assure the Board that LSST Discovery Alliance is successful in raising the philanthropic capital needed to fulfill its mission to maximize the impact of the Rubin Observatory's LSST. The Committee will focus on philanthropy from foundations, corporations, and individuals.

The Committee's function will be fulfilled through a combination of receiving regular reporting from the LSST-DA Development team, providing strategic advice to the LSST-DA Development Team, and providing hands-on support and assistance to implementing LSST-DA's Development Plan. This will include acting as a sounding board for the Development team. It will review current and future priorities and recommend strategies for engagement, marketing, and stewardship.

Resources available for development activities will be regularly assessed by this Committee, and recommendations made to the Board of Directors regarding enhancements to the development effort.

Membership

1. At least five (5) members, exclusive of the Executive Board Chair and Executive Officer (ex-officio non-voting members).
 - a. No fewer than one (1) Institutional Representative or Board member,
 - b. No more than five (5) members drawn from experts in philanthropy (both institutional and Foundations,) marketing, business, or other non-profit work.

Meetings

1. The Committee will meet at least quarterly to review and advise on the status of the development effort.
2. The Committee will report regularly to the Board of Directors.
3. The Committee shall maintain minutes.



Reporting

The Committee shall prepare an annual written report to the Board of Directors one month prior to one of the bi-annual Face-to-Face Board meetings (April and October).

Activities

1. Provide feedback on development strategies, for example on the alignment of LSST-DA initiatives to prospective donor interests.
2. Establish objectives, metrics, and timelines for fundraising initiatives.
3. Draft or review proposals, promotional materials, and descriptions of LSST-DA activities intended for potential donors or foundations.
4. Help identify prospective sources of funding including individuals, foundations, and corporations. Help cultivate donor relationships and engagement. Help ensure that donors and their contributions are appropriately recognized.
5. Contribute to the due diligence on potential financial donors, assessing compatibility with the LSST-DA mission and values. This includes investigating potential ethical concerns or conflicts of interest that may arise from accepting donations.
6. Regularly assess progress and effectiveness of fundraising efforts to ensure transparency and accountability.

Confidentiality and Ethics

Committee members shall adhere to the highest standards of confidentiality and ethics in all fundraising activities. They shall uphold the privacy and trust of donors, maintain integrity in financial transactions, and comply with relevant laws and regulations governing fundraising practices.

Amendment and Review

This Charter may be amended by a majority vote of the Board of Directors. It shall be subject to periodic review to ensure alignment with the Organization's goals and evolving needs.

Adoption

This Charter shall be effective upon approval by the Board of Directors and shall remain in force until amended or revoked.

Approved by the Board of Directors of LSST-DA on [Date].

[Signature of Chairperson]

Chairperson, Development Subcommittee

[Signature of Board President]



LSST
Discovery
Alliance

President, Board of Directors