



Committee Description	2.06
Date of Enactment	September 2009
Date last reviewed	September 2018

DEVELOPMENT COMMITTEE

DEFINITION AND OBJECTIVE

The Development Committee shall be a standing committee reporting to the Treasurer, who will function as the Board Liaison.

The objective of the Committee is to develop, implement, and monitor a plan to increase funding to the American Needlepoint Guild, Inc. which can then be used to support the objectives of the Guild.

STRUCTURE AND TERM OF OFFICE

1. The Development Committee shall be composed of three member representatives and a Chairman.
2. Committee appointments will be made at the Spring Board meeting. The two-year term of office will begin at the end of the following Seminar.
3. The Board may reappoint a committee member for a second term.
4. At the conclusion of the term in office, all files and records will be transferred to the Chairman or the Board Liaison.

RESPONSIBILITIES AND PROCEDURES

1. Establish programs to motivate members to financially support the ANG mission and objectives beyond the payment of annual dues.
2. Pursue grants to support the mission and objectives of the Guild.
3. Establish a mechanism to facilitate membership giving on a recurring basis.
4. Establish acknowledgment procedures for gifts received.
5. Review and update policies in regards to
 - Sponsored Ribbons - Policy 8.08
 - Receipt of Gifts by ANG - Policy 4.04
 - Sponsorship of Seminar Events - Policy 7.13

FINANCES

1. ANG will reimburse the Chairman and/or Committee members for administrative expenses incurred up to the budgeted amount for the business of the Committee. ANG's expense reimbursement policies are set forth in Policy 4.01, "Expense Reimbursements." Check request forms must be accompanied by copies of receipts.
2. The Chairman will be reimbursed for travel, lodging, and per diem to per Policy 4.01 for the number of days determined by the Board of Directors if the Chairman fulfills all Seminar duties specified in these criteria. Reimbursement for other approved meetings will be designated by the Board of Directors.

GENERAL

This position description may be changed by the Board of Directors or upon recommendation of the Development Committee with approval from the Board of Directors.