

# **The Arkansas 4-H Foundation, Incorporated**

## **Resource Development Committee**

### **Job Description**

#### **General Purpose**

The resource development committee is responsible for resource development and is commissioned by and responsible to the board of directors to assume the primary responsibility for the development fundraising strategy to meet the needs of the Arkansas 4-H Foundation, Inc. The board of directors, in consultation with the development committee, finance and administrative committee and executive director, shall determine the fundraising goal for the Arkansas 4-H Foundation, Inc.

**Scheduled meetings:** a minimum of four per year

#### **Appointments and Composition**

1. Appointments of the chair and members of the resource development committee shall be made annually by the president of the board with the advice and consent of the board in accordance with the by-laws.
2. The chair of this committee shall be a member of the board of directors.
3. Members of this committee shall be members of the board of directors, subject to the conditions stated in the by-laws. Additional committee members may be appointed and need not be members of the board of directors, subject to the conditions stated in the by-laws.
4. The development committee may have subcommittees to assist in development and marketing efforts of the foundation. Subcommittee members may be appointed and need not be members of the board of directors, subject to the conditions stated in the by-laws.

#### **Responsibilities**

1. Develops and reviews annually a fundraising plan that shall generate the funds needed to meet or exceed the fundraising goal.
2. Develops the necessary subcommittee systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan; supervises the functions of the subcommittees.
3. Develops a plan for involving all board members in the resource development activities of the Arkansas 4-H Foundation, Inc.
4. Investigates new resource development projects, activities and ideas for possible use in the future.
5. Evaluates annually its work as a committee and the objectives it has committed itself to and reports on same to the board of directors.
6. Develops a marketing plan for the Arkansas 4-H Foundation, Inc., and the Arkansas 4-H program in order to be successful in fundraising efforts.

7. Develops and implements a signature fundraising event.
8. Develops an annual report of the Arkansas 4-H Foundation, Inc.
9. Reports to the board of directors at regular meetings.