

## CHARTER DONOR RELATIONS COMMITTEE

1. Purpose

The Donor Relations Committee is responsible for assisting the Executive Director in raising funds to meet the annual budget and for other special projects (e.g., endowment, land purchases).

2. Organization

A. Standing Committee: The Donor Relations Committee is a standing committee of the ACLT composed of five to fifteen members.

B. Members: Members of this committee must be ACLT members or volunteers. Pursuant to the ACLT Roles and Responsibilities of the Board of Directors, Committees and Staff, in addition to individuals requested to serve on the Committee by the President of the Board of Directors, the Committee chair may appoint other eligible individuals to serve on the Committee.

- i. Committee members shall serve for three (3) year terms. The terms of the Committee members shall expire on a rotating basis with no more than one-third of the Committee members' terms expiring at any one time. Terms are renewable with no limits.
- ii. The Board President shall be an *ex-officio* voting member and the Executive Director shall be an *ex-officio* non-voting member.
- iii. Any Committee member may be removed by the Board of Directors for failure to participate, non-performance of duties, or other cause deemed sufficient by the Board upon recommendation of the Board President

C. Officers: The Committee Chair is responsible for the management and conduct of the Committee. The President of the Board of Directors nominates a current Board member to serve as the Committee Chair. The Committee Chair shall be approved by the Board of Directors for a three-year term, renewable with no limits. The Committee Chair shall appoint a recorder and any other officers deemed necessary.

D. Subcommittees: The Committee may establish subcommittees as needed. The Committee chair shall appoint the chairs of any subcommittees from amongst the members of the Committee as a whole. Membership of any subcommittee may include persons who are not members of the committee nor ACLT members. The conduct of the subcommittee shall follow the same general guidance as for committees.

E. Meetings: The Committee shall meet at least annually, preferably quarterly, and additionally, at the request of the Committee chair or the Board of Directors. Committee meetings are open to ACLT members and other invited guests. The Committee chair has the authority to call for an executive session as deemed necessary.

F. Quorum: A quorum consists of a majority of the voting Committee members. A quorum of members must be present to conduct official business. Action on any issue requires approval by a majority of the voting members present.

3. Responsibilities

A. Fundraising Strategy: The committee will assist the Executive Director in developing and implementing a fundraising strategy both short-term (annual budget) and long-term (endowment, planned giving, etc.), and will regularly report to the Board with its recommendations.

B. Donor Relations: The committee will develop and implement strategies to identify, cultivate, and retain potential and existing donors (both within and without the ACLT membership) with the goal of establishing a base of dedicated support for the ACLT.

4. Records

A. Minutes of the Committee's meetings shall be prepared and distributed to Committee members in a timely manner. Once approved by the Committee, the Committee recorder shall provide a copy of the approved minutes to the ACLT office, which shall maintain them as permanent records.

B. The Committee shall prepare and submit an Annual Report of its activities for the membership (to be incorporated in the ACLT Annual Report and reported at the Annual Meeting). As needed, it shall provide status reports at the bi-monthly Board of Directors' meetings and such other reports as requested by the Board.

5. Charter Review

The Committee shall review its charter every five (5) years for validity and appropriateness.

*Adopted by the Board of Directors September 18, 2021  
Revised by the Board of Directors November 19, 2022*