

**XAVIER UNIVERISTY BOARD OF TRUSTEES  
DEVELOPMENT COMMITTEE  
CHARTER**

**1. Description of Authority**

The Development Committee is a standing committee of the full Board and its primary responsibility is to strengthen the University's long-term fiscal health and by doing so shall support the Jesuit Catholic Mission of Xavier University through collaboration with the entire Board and University by the raising of funds against strategic objectives and increasing the ability of the University to engage in such fundraising.

**2. Membership**

- a. Committee members are appointed by the Executive Committee upon recommendation of the Nominations and Governance Committee.
- b. The Committee shall consist of no fewer than five (5) members with a maximum of fourteen (14) members.
- c. The Committee shall have a Chairperson who shall be a member of the Board of Trustees and appointed by the Executive Committee upon recommendation of the Nominations and Governance Committee.
- d. The Vice President for University Relations and appointed designees shall serve as liaisons for the Development Committee.

**3. Duties and Responsibilities**

- a. Collaborate with the University President and Vice President for University Relations in the establishment and execution of fundraising goals that are aligned with the mission and needs of the University.
- b. Maintain a gift acceptance policy.
- c. Ensure the coordination and collaboration of the University in fundraising initiatives.
- d. Set goals for Board of Trustees' giving with emphasis on leadership annual giving, major gifts and planned gifts.
- e. Actively engage in Trustee solicitation, with committee members setting leadership examples by making the first commitments to any fundraising campaign.

- f. Provide leadership in identifying prospects, cultivating, soliciting and closing leadership gifts.
- g. Ensure that alumni engagement activities are aligned with institutional priorities.
- h. Shepherd the steady strengthening and sophistication of the Development function of the University, ensuring that appropriate resources are available and efficiently allocated.
- i. Ensure that national philanthropic trends are studied and potential implications are considered.
- j. Periodically review the Committee's Charter and recommend revisions as necessary.
- k. Periodically review the Committee's processes and procedures to make the Committee more effective.

#### **4. Meetings**

- a. The Development Committee will meet no less than three (3) times annually and usually in conjunction with the four full Board meetings each fiscal year.
- b. Special Meetings may be called by the Chair of the Committee.

#### **5. Reporting**

- a. The Committee shall approve a set of goals at the first meeting in the academic year, and will report to the Board at least annually on progress toward those goals.
- b. The Committee will develop and maintain a dashboard of key performance indicators on which it will report annually.
- c. The Vice President of University Relations will submit annual fundraising plans at the September Committee meeting.
- d. The University Relations staff will be responsible to maintain and update all reports related to the Development Committee meetings.