RESOURCE DEVELOPMENT COMMITTEE CHARGE

Purpose

To develop and implement a plan to ensure the long-term financial stability and growth of the organization, consistent with its mission and strategic plan. The work of the Resource Development Committee (RDC) is guided by the annual report from the finance committee and the strategic plan. The RDC should set annual committee goals that are shared and reported at the annual conference. Tasks of the committee shall fall into three major categories: 1) market analysis related to funding environment and opportunities, 2) grant writing support, and 3) external relations (seeking partnerships, sponsorships, and external funding).

Number of Members: 9

Composition:

Members include the Chair, Vice Chair, and a variety of members reflecting SOPHE's membership, including Board Treasurer (provides monthly updates to the Executive Committee and Board of Trustees, ESG leader who is a SOPHE member, six SOPHE professional members, and one student member. SOPHE members would have experience with communications and social media, liaison from the membership committee, experience with marketing, partnership, grantsmanship, and business development experience.

Method of Appointment

The Chair, Vice Chair and members shall be appointed by the President, in consultation with the President-Elect, Treasurer, Membership Committee, and Chief Executive Officer. Members can self-nominate themselves to the committee. The Board has the final approval of the committee.

Term of Office

The two-year term begins immediately following the annual SOPHE Business Meeting of the Membership during the Annual Conference of the year appointed.

Accountability:

Reports to: Board of Trustees

Key relationships: Strategic Planning Committee, Finance Committee, Executive Committee, Annual Conference Planning Committee, and Professional Development Committee.

Staff Liaisons:
Maricela Arias-Cantu, CEO (primary); Manager, Membership Engagement and Growth (backup)

Responsibilities

1. Plan and conduct resource development activities to support achievement of the SOPHE Strategic Plan Goals and Objectives; implement with the assistance of the National SOPHE office, as necessary; provide any budget request to SOPHE Treasurer at beginning of the calendar year.
2. The first charge of the new committee should be to determine whether it is in the best interest of SOPHE to partner with an outside fundraising organization and, if so, to make a recommendation for 1-3 the board should consider.
3. It is recommended that the committee create clear language around "What are we fundraising for (big picture)" that can be shared with the board, members, etc. For example, what are three talking points that we could share when someone asks us why they should donate money?
4. Develop and implement various fundraising strategies for consideration by the Board of Trustees.
5. Develop plan of action for sustained individual-giving; report to membership on progress.
6. Keep SOPHE membership informed of developments by submitting items for publication.
   Recruit committee members and coordinate communication.
7. Submit written reports of committee activities and recommendations or motions for action at the Board of Trustees conference calls and meetings.
8. Review and recommend changes to update committee charge as necessary.

Meeting Frequency:

Monthly (third Monday of the month)

Estimated Time Commitment
2-4 hours per month

Scheduled

- Committee Zoom Meetings (monthly)

Busiest Times of the Year

- Q1 & Q4