

USGBC Central Texas – Balcones Chapter Development Committee

The **Development Committee** comprises of a chair and two co-vice chairs (one in Austin and one in San Antonio) and an agreed number of committee members (ideally three in each center). The Development Committee's overall role is to lead the recruitment and retention of sponsors and other sources of income for the Chapter, including business sponsors, government/foundation/corporate grants, and individual donations. The Committee works with the Board and the Executive Director to develop and implement a fundraising and sponsorship plan consistent with the Chapter's overall strategic plan.

The Committee is responsible for:

- Identifying potential sponsors and fundraising opportunities
- Ensuring the appropriate materials are available to others for pitching to potential partners and sponsors
- Encouraging input and outreach to potential sponsors, while working along with the Board, Advisory Council and Executive Director
- Identifying places/events that the Executive Director should be in order to better network
- Maintaining periodic communications with existing sponsors
- Ensuring that sponsors receive the appropriate exposure commensurate with the value of their sponsorship
- Participating in and organizing sponsorship and fundraising training for the Chapter.

Role of Board Liaison is to serve as the conduit between the Committee and the Chapter Board, and to help inform, report, and provide oversight and guidance to the Committee on an as needed basis.

Role of Executive Director is to guide, provide overall direction, and support the decisions and actions of the Committee in executing the plan as well as to help coordinate events that support the Committee's/Chapter's continuing efforts.

Role of the Committee Chair is to oversee the Committee's activities, find and retain Committee members, work with the Board Liaison on status reporting procedures and work with the Executive Director on plan development and implementation.

Requirements: As per the Chapter Bylaws, the Committee Chair must be a Chapter Member in good standing. Committee members may come from the Chapter membership but are not required to do so.

Term: The Committee Chairs are encouraged to commit to a minimum term of 18 months to two years.

Tools provided:

- Approved Sponsorship packages (created/revised by Development Committee in collaboration with the ED and approved by the Board)
- List of existing and potential sponsors
- Technical support – WebEx access and Constant Contact database
- Template Ask letters
- Template Acknowledgement/Tax Deduction letters
- Sponsorship page on Chapter website
- Sponsorship tracking spreadsheet (maintained by ED's office)
- General USGBC and Chapter information documents.

Contact: sponsors@usgbc-centraltexas.org