

**Development Committee Chairperson  
Job Description  
ABC, Inc.**

**Length of Term:** To be appointed by the President for a period of one year. No term limits.

**General Responsibilities:**

- Set meeting dates
- Establish meeting agendas in collaboration with CEO and/or Director of Development
- Lead fund development committee meetings
- Ensure that accurate minutes and a record of committee work are kept
- Monitor implementation of the fund development plan in collaboration with staff and development committee
- Delegate responsibilities and tasks to committee members
- Follow-up on committee member's progress
- Report to Board regarding committee's progress at board meetings