

# Hisar Educational Foundation Development Committee Guidelines

## 1: Purpose

The purpose of this document is to establish guidelines for the Development Committee (DC) and its relationship with the Hisar Educational Foundation (HEV) Board of Directors (Board), HEV Trustees (Trustees), HEV Coordinator (Coordinator), HEV Founder's Representative(s) (Representative), Chief Development Officer (CDO) of HEV, the School Head(s) (Head) and the Advancement Officer (AO) of the Hisar Schools (HS). The guidelines will provide guidance on the, function, composition, procedures and decision-making mechanism, as well as the responsibilities of the committee.

## 2: Function

The Development Committee is a HEV Board appointed committee.

Its function is to enact HEV's development policies through careful planning and stewarding of gifts by closely cooperating with the Board, Coordinator, Representative, CDO, Head, and AO. The Development Committee will provide recommendations to the Board and Trustees in matters of Development and Advancement.

The Development Committee's mission, vision and values are as follows:

**Mission:** Creating a climate for philanthropy to thrive globally among HEV constituencies and alumni.

**Vision:** To generate resources to enhance HEV's and HEV Schools' missions and to reach board-approved strategic goals, as well as to build and maintain a financially secure future through broad-based philanthropy which celebrates the contribution of each donor.

**Values:** Honesty, inclusion, empowerment, collective responsibility, accountability, generosity, transparency, collaboration, perseverance, celebration.

## 3: Composition and term

The DC may be chaired by a member of the Board or an active trustee, and may be appointed by the Board.

Each DC member will serve a term of one (1) year and five (5) months. Every one (1) year and five (5) months, the Board, will review the DC members and make necessary adjustments. At the beginning of each new three-year term of the Board, the entire Board will automatically, become core members of the DC and can select additional members to the DC committee. Existing Board members on the DC will serve their full term of one (1) year and five (5) months regardless of the expiration of their Board duties; the time of overlap in terms, by board members, will be used to pass on expertise and knowledge,

provide continuance and training, while also assuring that the advancement efforts do not lapse during governance changes.

The DC will consist of:

- The HEV coordinator,
- The entire Board
- At least one Trustee,
- The Representative(s) to HEV Schools,
- The Head of the HEV schools,
- At least two HS alumni
- At least two parents from HEV schools
- Members at large chosen by the DC
- The Chief Development Officer
- The Advancement Officer

The DC will have a maximum of 17 members, except during the period of overlap, where the DC can have a maximum of 24 members.

## **4: Procedures and Decision Making**

The DC will:

- a. Adopt the Code of Conduct
- b. Draft and adopt a set of written policies regarding
  - Development and Advancement Professional Standards of Best Practice according to CASE (CASE.org)
  - Objectives of the Development and Advancement Program at Hisar Foundation and Schools
  - Development and Advancement Consultancy Objectives and Purpose
  - Conflicts of Interest Policy (to be signed by each member of the DC)
  - Ethical Principles (to be signed by each member of the DC)
  - Give or Get Policy (to be signed by each member of the DC)
  - Gift Acceptance Policy
  - Donor Bill of Rights
  - Naming Policy
  - Campaign Practices and Guidelines
- c. Development Committee members will respect all adopted policies. In the case of a breach of adopted policies, indiscretion regarding membership issues, rogue behavior, absenteeism, confidentiality and privacy matters especially regarding fundraising and documents, or conduct unbecoming, the Chair of the Development Committee or the Chair of the Board or the Coordinator will remove the member from the DC and terminate its duties.
- d. The DC will be responsible for a 1-3-year development plan and will work closely with the CDO and the Advancement Officer (AO) in the execution, tracking and reporting of the fundraising, branding, communication and PR operations.
- e. The DC may create ad-hoc committees or task forces to accomplish its goals.
- f. The DC may introduce consultants to provide support and training in development matters.

- g. The DC will meet once a month. The Chair of the DC and the HEV secretary will notify all members about meeting times and place, share agendas, minutes and relevant documents at least 5 days prior to each meeting, and will collect any feedback provided in preparation for the meeting.
- h. The Chair of the DC may convene the committee to discuss urgent agenda items. Meetings will be held, face-to-face, online, and in hybrid format based on the attendance preference of the committee members.
- i. The committee will convene with a minimum of four members.
- j. The Chair of the DC will look for consensus and participation in passing decision. A majority approval of the entire committee members, will be accepted. In the case of a tie, the final decision will rest on the group which holds the vote of the Chair of the DC. Decisions and feedback from email circulation will be honored by all members.
- k. The development and advancement plan as well as fundraising recommendations will be submitted to the board for approval. Since the Board are founding members of the DC, the DC will provide one yearly report to the Board, in preparation for the yearly Trustees Assembly.
- l. The Coordinator's secretary will take the minutes of the meeting, communicate meeting times, dates, documents and agendas. At the beginning of each meeting, minutes from the previous meeting will be distributed and approved.

## 5: Responsibilities

Acting as a guardian of the Hisar brand equity and the very manifestations of its deeds, the specific objectives of the Development Committee, though not limited to, may include the following responsibilities:

- a. To advise on the channels of contributions for the HEV schools community and constituents; to support academic achievement and excellence in education; to foster the spirit and the heritage of HEV and shepherd its legacy until the schools' alumni become more active with the foundation.
- b. To develop and continuously, comprehensively evaluate HEV's philanthropic performance in order to build a culture of philanthropy, sustainable finances, and a stronger presence for more dynamic initiatives at HEV.
- c. To work on strategic planning, taking into consideration and aligning the needs of the HEV constituencies.
- d. To work closely in the execution of the development plan, to define ways to implement it within the confines of a development database, in order to build a network of local and international professionals, volunteers, institutions and organizations
- e. To cultivate future stakeholders,
- f. To establish benchmarks for alumni engagement and collaborations with the HEV schools and its Alumni Association (AA) to assess the success of current outreach programs that serve and inform alumni and the resources allocated to those programs and systems
- g. To review the status quo in order to focus on new strategies such as annual giving campaigns, major fund raising & gift programs, annual funds, capital campaigns, special events, projects and other education-related solicitations,
- h. To advocate the definition and/or endorsement of HEV fundraising priorities and laying out a clear path for defining fundraising campaign objectives and strategy.
- i. To identify and cultivate HEV schools baseline giving societies, trusts, foundations, clubs, other alumni and fundraising donors, making recommendations for the selection criteria,
- j. To provide regular updates, reports, plans to the Board.

## 6: Validity

These guidelines will be effective upon the approval of the Board. Provisions stated in this document will be enforced by the Chair of the HEV Board of Directors and can only be changed by the Board.

