

**HISAR EDUCATIONAL FOUNDATION
DEVELOPMENT COMMITTEE
OPERATING PRINCIPLES DIRECTIVE**

Article 1: SUBJECT

The subject of this directive is to determine the duties and operating principles of the Committee to be established to support the financial and administrative corporate sustainability works of Hisar Educational Foundation within the framework of the powers of the Board of Directors to establish committees and approve regulations arising from the provisions taking place in the article (8.9) titled Administration of the Foundation "...to establish foundation management and service committees, to establish research and development centers, to discuss and approve operation programs, to authorize their implementation and to monitor their implementation," and in the article (8.10) "To discuss and approve the implementing regulations regarding the purpose and service activities of the Foundation, to perform other works stipulated in the laws and the official deed of the Foundation," of the Official Deed of the Hisar Educational Foundation ("Foundation").

Article 2: PURPOSE

The purpose is to submit suggestions to the Hisar Educational Foundation's Board of Directors to achieve HEV's mission and strategical goals which are approved by the Board of Directors of Hisar Educational Foundation, by performing the followings:

- 2.1** To create an atmosphere in which philanthropy can globally develop among HEV support groups and Hisar School alumni,
- 2.2** To create a broad-based philanthropy environment that enriches the contribution of each donator,
- 2.3** To create resources to build and maintain a financially reliable future,
- 2.4** To continue all activities in harmony with values such as honesty, participation, empowerment, collective responsibility, accountability, generosity, transparency, collaboration, determination, elevation, etc.

Article 3: ESTABLISHMENT AND MEMBERS OF THE COMMITTEE

- 3.1** The chair of the Committee will be appointed by the board of directors of HEV.
- 3.2** If the committee deems it necessary in the operations carried out, it may invite persons who have experience and competencies other than its members.
- 3.3** 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 elect additional members of the DC committee. Existing Board members on the Development Committee 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.
- 3.4** The Development Committee will have a maximum of 17 members, except during the period of overlap, where the DC can have a maximum of 24 members.
 - At least one Trustee Member,
 - HEV Board of Directors Members,
 - HEV General Coordinator,
 - The Representative(s) to HEV Schools,
 - The Head of the HEV Schools,
 - At least two Hisar School alumni,
 - At least two parents from Hisar School
 - Members at large chosen by the DC

- The Chief Development Officer
- The Advancement Officer

4: OPERATION AND DECISION-MAKING PROCESS OF THE COMMITTEE

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 Coordinator (Coordinator), HEV Founder Representative(s) (Representative), Chief Development Officer (CDO) of HEV, the School Head(s) (Head) and the Advancement Officer (AO) of the Hisar School (HS). The guidelines will provide guidance on the function, composition, procedures, and decision-making mechanism, as well as the responsibilities of the committee.

4.1 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 documentation, or unbecoming behavior, the Chair of the Development Committee or the Chair of the Board or the Coordinator will remove the member from the DC and terminate their duties.

4.2 It may create ad-hoc committees or task forces to accomplish its goals.

4.3 It may introduce consultants to provide support and training in development matters.

4.4 The Committee will meet once a month. The Chair of the Committee and the HEV secretary will notify all members about meeting times and places, share agenda items, minutes, and relevant documents at least 5 days before each meeting, and will collect any feedback provided in preparation for the meeting.

4.5 The Chair of the Committee may convene the committee to discuss urgent agenda items. Meetings will be held, face-to-face, online, and in a hybrid format based on the attendance preference of the committee members.

4.6 The committee will convene with a minimum of four members.

4.7 The Chair of the Committee will look for consensus and participation in the passing of a 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.

4.8 HEV Coordinator's secretary will take the minutes of the meeting, and communicate meeting times, dates, documents, and agendas. At the beginning of each meeting, minutes from the previous meeting will be distributed and approved.

Article 5: FIELDS OF STUDY FOR WHICH THE COMMITTEE MAKES RECOMMENDATIONS:

5.1 Adopt the Code of Conduct

5.2 Draft 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 School
- Development and Advancement Consultancy Objectives and Purposes
- 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

5.3 Hisar Educational Foundation 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, monitoring, and reporting of the fund-raising, branding, communication, and PR operations.

5.4 The development and advancement plan as well as fundraising recommendations will be submitted to the board for approval.

5.5 To advise on the channels of contribution 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.

5.6 To develop and continuously, comprehensively evaluate HEV's philanthropic performance to build a culture of philanthropy, sustainable finances, and a stronger presence for more dynamic initiatives at HEV.

5.7 To work on strategic planning, taking into consideration and aligning the needs of the HEV support groups.

5.8 To work closely in the execution of the development plan, to define ways to implement it within the confines of a development database, to build a network of local and international professionals, volunteers, institutions, and organizations

5.9 To cultivate future stakeholders,

5.10 To establish benchmarks for alumni engagement and collaborations with the Hisar School 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

5.11 To review the status quo to focus on new strategies such as annual giving campaigns, major fundraising & gift programs, annual funds, capital campaigns, special events, projects, and other education-related solicitations,

5.12 To advocate the definition and/or endorsement of HEV fundraising priorities and lay out a clear path for defining fundraising objectives and strategy.

5.13 To identify and cultivate HEV schools baseline giving societies, trusts, foundations, clubs, other alumni, and fundraising donors, making recommendations for the selection criteria,

Article 6: REPORTING The committee will submit its recommendations made in accordance with the work plan and program to the Board of Directors of the Hisar Educational Foundation at least twice a year.

Article 7: ENFORCEMENT AND EXECUTION This regulation is executed by the Board of Directors of the Hisar Educational Foundation.

