

Hisar Educational Foundation Development Committee Guidelines

Purpose of the Guidelines and Scope

Item 1: The purpose of the guidelines

To create the Development Committee for the Hisar Educational Foundation (HEV), to describe the work and activities that the committee intends to achieve, to provide the committee's purpose, primary goals and objectives, and to explain the functions, responsibilities and the business conduct of the committee.

Item 2: Authority

The Committee is authorized by the HEV Board of Directors and will serve at the pleasure of the Board. It is the role and the sole prerogative of the HEV Board to enact for Hisar's development policy. The HEV Development Committee is expected to offer recommendations and provide envisage both to the Chair of the Board and the board itself for development.

Purpose, Membership and Procedure of the Committee

Item 3: Purposes of the Committee

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

- a. To advise on the channels of contributions for Hisar community and constituents to better serve the academic life and for the students to excel, and to showcase criteria for valuable opportunities that will foster the spirit and the heritage of Hisar in terms of its high caliber alumni and community,
- b. To evaluate Hisar's current development performance with all its strengths and limitations (networking and development plans, branding, fundraising etc.) in order to build a stronger presence for more dynamic initiatives at Hisar,
- c. To advise, within a balanced supervision and with annual review and revision, on launching a **Development Committee Strategic Plan** to be facilitated by utilizing school's creative, innovative and entrepreneurial viewpoints with its unique learning processes in all its diverse settings,
- d. To define ways to implement a development plan and a development database which will build a network of local and international individuals, institutions and organizations as well as developing important groundwork for future contacts,
- e. To establish benchmarks for alumni engagement and collaborate with the Hisar School Alumni Association to assess current programs that serve and inform alumni and resources allocated to those programs and systems in their achievement of outreach goals,
- f. To review the current activities in order to better focus on acquiring new strategies such as Annual Giving campaigns, major fund raising and gift programs, annual funds, Special Events, projects and other school-related solicitations,
- g. To advocate the definition and/or endorsement of Hisar fundraising priorities and laying a clear path for defining fundraising campaign objectives and strategy.
- h. To identify and cultivate Hisar School baseline giving societies, trusts, foundations, clubs, other alumni and fundraising donors, making recommendations for the selection criteria,
- i. To provide regular updates, reports, plans to the HEV Board of Directors.

Item 4: Membership

Composition: The Committee members will be selected and appointed by the HEV Board. The Committee will consist of at least one Board Member and other members invited from outside the School as deemed necessary. When a precise agenda item is identified, the Committee may invite experts either from within or outside the school to review the matter.

Term: A term of membership shall last for 3 years and will be renewable upon the completion of an earlier term. As new members may be nominated by the Committee to the HEV Board, the renewal and the inclusion of new members is put into effect by the Board approval.

Chairperson: The committee will be chaired by one of the Board members appointed by the Board.

Officers: A recording secretary will be elected for a renewable one-year term by the members.

Item 5: Committee Procedures

- a. The Committee will draft and adopt a set of written by-laws and ***the code of conduct*** which will guide and govern the committee's fundraising operation. The members are expected to respect the confidentiality and privacy of Committee matters and to avoid any conflict of interest. Should there be any breach of discipline, membership will be terminated.
- b. Whenever there arises a need, the Committee may create thematic sub-committees or set up a task force to work in tandem with the Committee for the conduct of a specific project; new members may be invited to these temporary assignments with the approval of the HEV Board.
- c. The Committee meets at least once a month. Members are notified in writing by the Chair of the Committee of the date, time and agenda of the meeting at least a week prior to this.
- d. The Committee may be called to convene to discuss an urgent agenda item by the Chair.
- e. Meetings are conducted by the participation of the absolute majority.
- f. The quorum requirement for the number of votes is half the number of participants plus one. In case the votes are tied, then the final decision of the party for which the Chair has voted is considered as valid.
- g. The committee secretary is assigned to take the minutes of the meeting. Before and/or at each assembly, members are distributed the minutes of previous the meeting. Decisions reached are communicated to the HEV Board by the Chair.

Enforcement and Execution

Item 6: These guidelines go in effect upon approval by the HEV Board of Directors .

Item 7: Provisions stated in these guidelines are enforced by the Board Chair.

HEV Development Committee– Code of Conduct

As a member of the Hisar School Development Committee, I recognize that its authority rest with the Committee as a whole, not with individual Committee members, and that our role is to make recommendations to the Head of School and governing Board for approval, and as a result of this I promise to:

- Respect the confidentiality of privileged information, which comes before the Committee and will not discuss confidential matters of the Committee outside Committee meetings or Board meetings;
- Avoid any conflict of interest and be open about potential conflicts of interest, removing myself from discussion and voting should that be necessary;
- Attend all regular Committee meetings and Committee sponsored events insofar as possible;
- Work on committee sub committees as needed;
- Put in the time needed to accomplish the annual goals of the Committee;
- Be on time for meetings, come prepared and informed concerning the issues to be considered at those meetings, and stay on task;
- Focus on strategic-level decisions;
- Support the Head of School, Institutional Development Manager and her team;
- Strive for consensus – but not be afraid to vote or voice concern;
- Make Committee decisions that reflect the best interests of the whole School community and support the School’s mission;
- Publicly support Committee and subsequent Board decisions (whether I agree with them or not) speak with one voice;
- Support the Committee Chair in running effective meetings;
- Be aware that my role as a Committee member is distinct from my role as a parent, faculty member, alumnus, friend of the School;
- Deal with community input following the agreed process;
- Maintain and model high ethical standards;
- Be positive in public communications about the School;
- Avoid raising individual concerns or matters unless they have implications that concern the Committee and our tasks;
- Treat other Committee members, the Head of School, Development Team and all stakeholders with respect and consideration.