

DEVELOPMENT COMMITTEE  
SETAC North America

STANDARD OPERATING PROCEDURES

I. COMMITTEE CHARGE

- A. The Development Committee will consolidate the Foundation and SETAC North America (SNA) fund-raising activities; step up and enhance efforts to obtain general funding and development moneys; and ensure an adequate funding level for continued operation of SNA without impediment. The committee will work to provide funding for major SETAC programs.

II. MEMBERSHIP

- A. The Chair will be appointed by the SNA President and will select up to 10 additional committee members from the general membership to maintain a balance from academia, industry, government and non-governmental organizations among the committee members. The Executive Director shall be an *ex-officio*, non-voting member. The members shall serve for three years or longer depending on interest.

III. OPERATING PROCEDURES

- A. The Development Committee shall provide guidance and review of current fundraising efforts and programs.
- B. The Committee will assist the Pensacola Office with the design and conduct of an annual pledge drive; the timing to be decided yearly so as to maximize fundraising success.
- C. The Committee shall solicit private, governmental and other foundations/institutions through direct contact and writing of proposals. The Pensacola Office shall be responsible for submission of proposals or specific funding request letters.
- D. The Committee will produce appropriate progress reports to those institutions requiring them as appropriate, and yearly to the Board.

- E. The Committee shall provide recognition of donors to SNA on at least an annual basis and a yearly progress report to contributing institutions.
- F. The Committee will annually assess additional funding instruments to ensure continued Society operation and expansion.

#### CALENDAR AND SCOPE OF ACTIVITIES

- A. The Development Committee shall meet throughout the year through monthly or bimonthly conference call. The committee will also meet in person at the North American annual meeting unless otherwise arranged.
- B. A preliminary budget for the next operating year will be presented for review and revision to the SNA Board of Directors by the Committee Chair during the first half of the fiscal year.
- C. The budget will, with the revisions recommended by the "old Board," be presented to the "new Board" at its first meeting. Final approval and revision of the fiscal year operating budget will be made by the Board of Directors.

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