



WAA Development Committee (DC) Chair Roles and Responsibilities

The Development Committee is responsible for the financial support of WAA's programs and services, the quality and quantity of volunteer participation in WAA, and the internal and external image of WAA. The committee oversees the fundraising programs of WAA. It makes recommendations to the Board regarding fundraising standards and regulations for WAA. The Development Committee is further be responsible for promoting a positive image of WAA with the public, professionals and consumers of services and for helping to increase the understanding of the objectives and programs of WAA. The Committee consists of the **Chair** (a director of the Board) and up to ten (10) other committee members (5 active, 5 advisory).

General Expectations: In addition to [General Board Member Roles and Responsibilities](#), the **DC Chair** will lead the committee through the business of planning, implementing, and evaluating the work of **WAA Development Committee (DC)**.

Success Criteria:

- Committee builds a sense of teamwork.
- Committee completes tasks assigned by the Board or undertaken by the Committee.
- Committee reports activities to the Board.

Responsibilities:

- Makes arrangements for meeting and notifies members of date, time and place of meeting (Digital meetings on Zoom or Teams).
- Calls meeting to order.
- Prepares agenda for meeting.
- Delegates responsibilities to committee members.
- Involves all members in the decision-making.
- Reports work of committee to Board, Chief Executive and Director of Legal Services

External Meetings: 60 minute DC meetings are held every other week, either in person or via TEAMS. The Chair will ensure that an agenda is sent out prior to each meeting and that the meetings begin and end on time. **Internal meetings with the CEO:** to provide leadership in planning, developing, and implementing the objectives of the WAA Investments and Partnerships program is scheduled as determined by the chair.