



Peter Kivett
Family Association, Inc.

Peter Kivett

An IRS-Recognized Non-Profit
501(c)(3) Educational Charity
EIN 46-0500366

PKFA ADVANCEMENT COMMITTEE CHARTER

PURPOSE: Per its Bylaws, ultimate responsibility for the development of sustainable long-term financial resources for the Peter Kivett Family Association, Inc. rests with its Board of Directors. The Advancement Committee provides the Board with guidance and counsel on revenue-generating plans (both earned income and fundraising) by reviewing, discussing, evaluating, and helping to implement proposed financial development as needed to fulfill long-term PKFA charter goals.

MEMBERSHIP: A Committee Chairperson, Appointed by the Board of Directors. The President of the PKFA shall be considered *ex-officio* member. The Committee Chair shall have the discretion to appoint additional committee members who are not current PKFA Officers. These members shall serve for durations deemed advisable by the Committee Chair.

REPORTING RELATIONSHIP: The Advancement Committee Chair reports at least annually to the Board of Directors.

STAFF: The PKFA Treasurer and PKFA Secretary shall, when asked by the Committee Chair, assist the Committee in matters in which their Bylaw authorized duties can provide essential service, as would the NC Activities Coordinator when any events within NC are involved.

MEETINGS: As necessary to prepare for Board policy discussions and to meet yearly goals of the Committee.

RESPONSIBILITIES:

To prepare for Board discussion proposed policies for development of financial resources, including capital campaigns, fundraising for annual operating support, gift acceptance and disposition, non-profit or profit making earned income subsidiaries, planned giving, or special events.

To periodically review policies relating to the development of long-term financial resources for the Association.

To periodically review policies relating to marketing activities that generate earned income and complement development efforts.

To evaluate PKFA membership donation encouragement options, and review progress of and actively participate in capital campaigns.

To participate in planning, organizing, hosting and/or sponsoring fundraising activities that support fundraising for annual operating purposes.

