

THE HERB SOCIETY OF AMERICA, INC.
DEVELOPMENT CHAIR
Approved June 2006, Addendum June 2008, Revised May 2013

The development chair serves The Society for a three-year term, addressing growth and development and leading the board in efforts that attract money and services necessary to carry out the mission of The Society.

Responsibilities:

- Report to the president of The Society
- Work with the executive director to define the short-term and long-term needs of The Society
- Oversee the work of the marketing committee, development committee, fundraising advisory committee and ad hoc fundraising committees, including developing preliminary plans for fundraising and strategies for the future
- Monitor all fundraising events planned by committees of The Society
- Present all fundraising plans to the board for approval prior to implementation
- Contribute financial support and encourage others to do so
- Ensure that education is provided on techniques of fundraising, when needed, to members of the board, committees, or units
- Encourage board participation in any fundraising or cultivation event held by The Society
- Establish timelines, goals, and monitoring procedures for all development activities
- Every member of the Board of Directors is expected to make a personally significant financial contribution on an annual basis, in addition to in-kind contributions of time and resources