

IADMS Development Committee Charter (Operational Committee)

Purpose: As stated in the IADMS Bylaws (Section 10.2), "the Development Committee will work with staff to develop income for the Association through fundraising efforts. These will include, but are not limited to, grant applications, identifying and soliciting commercial supporters, and seeking independent and corporate donations. The committee develops the supporter prospectus and sees that all benefits are actioned on. The committee shall make recommendations and report to the board of directors." The Development Committee serves as the catalyst for IADMS' efforts in resource development and fundraising.

Mission: The IADMS Development Committee's mission is to achieve fundraising goals for the Annual Conference (set by the chair in liaison with IADMS staff) by securing independent and corporate donations. In addition, it is the committee's mission to contribute to fundraising efforts for IADMS projects, with responsibilities guided in liaison with IADMS staff.

Committee Membership: The committee will consist of a chair and a minimum of three members. Membership in the Development Committee is open to all IADMS members, including students. The chair shall be appointed by and report to the board. The chair will review applications to join the committee during the official IADMS call for applications or as needed. Committee members are appointed by the board after reviewing and considering feedback from the chair and submitted applications.

The following are desirable for Development Committee members: experience with fundraising and/or grant writing, ability to develop positive relationships with businesses or individuals, confidence to reach out to individuals to secure financial sponsorship, experience, or interest in creating sponsorship benefits, experience, or interest in creating sponsorship opportunities, and experience with using Trello.

All committee members must be an IADMS member in good standing. IADMS is committed to a diverse, inclusive, and equitable environment where all committee members feel respected and valued; thus, we foster inclusion of different genders, ages, ethnicities, nationalities, sexual orientation or identities, abilities, education, or any other biases that exclude individuals.

Terms of Office: The chair and committee members are appointed for two-year terms. Appointments are made by the board every two years during the year between board elections (currently even years). There is no term limit for committee members, though the chair is expected to serve no more than two terms in that role (four years).

Duties and Responsibilities:

- Develop strong relationships within the dance medicine and science community.
- Foster networking opportunities to help build external support for the mission and vision of IADMS.
- Work with staff to establish a fundraising plan for IADMS that incorporates a series of appropriate vehicles. These will include, but are not limited to, grant applications, identifying and soliciting commercial supporters, and seeking independent and corporate donations.

- Monitor fundraising efforts to be sure that ethical practices are in place, that donors and supporters are acknowledged appropriately, and that fundraising efforts are cost-effective.
- Develop the supporter prospectus for the Annual Conference and ensure that all benefits are actioned on.
- Provide quarterly reports to the board regarding annual goals, clearly articulating obstacles, and barriers to success.
- With the assistance of the board liaison, serve as a peer advocate for the board to ensure they are fulfilling their responsibilities from a funding perspective.
- Create a draft Letter of Agreement for confirmed annual conference sponsors for IADMS staff to include when finalizing agreement with sponsors.
- Support IADMS staff with the exhibit hall table plan and greeting/liasing with sponsors at the conference (if the committee member is in attendance).
- Manage the progress of annual conference sponsorship on Trello and the 'Final Supporter' sheet on google drive. In addition, these documents should be reset each year with the final sponsor information archived.
- Undertake industry research to contribute to the growing list of potential Patrons or annual conference sponsors.

Chair Responsibilities:

- The chair will provide regular updates (minimum once every two months) to the committee to keep all members equally informed on current work.
- The chair will additionally meet with other committee chairs quarterly, submit reports to the board of directors quarterly, and meet with the board of directors once annually. Updates will be provided to the committee members, as necessary, following these meetings.

Expectations:

- All committee members are expected to familiarize themselves with, and abide by, IADMS Bylaws and policies (posted online).
- All committee members are expected to be in attendance for committee meetings unless an unforeseen conflict arises.
- Committee members will be in regular communication via email to coordinate tasks/subtasks between meetings.
- All committee members are expected to acknowledge and respond to IADMS-related emails/communications in a timely fashion (typically within five working days), as outlined in the IADMS Committee Member Handbook.
- Due to the continuous and public nature of the committee's work, committee members are expected to volunteer a minimum of two hours each week.
- Committee members who are consistently (greater than three months) unable to meet their committee responsibilities should discuss their circumstances with the chair as soon as feasible.
- Any committee member who does not meet minimum requirements of attendance in meetings, discussions, voting, and review of all necessary documentation as provided by committee chair, board, and staff for a period of three months without notification may forfeit the right to serve as a committee member.

Authority:

Operational committees are not independent decision-making bodies. Operational committees work directly with IADMS staff and indirectly with the IADMS board. The committee chair is responsible for

communicating relevant committee business with the director of operations, the board, and other committee chairs. If there is inconsistent language between this committee charter and the IADMS bylaws, then the bylaws will be considered the more authoritative source.

- The chair is responsible for defining the current goals of the committee in consultation with committee members. These should be submitted to the board for approval and should reference organizational priorities from the IADMS strategic plan.
- Committee activities or recommendations that involve the day-to-day IADMS operations shall be approved by the director of operations.
- All budgetary requests as well as programming or policy recommendations should be submitted to the board for consideration and approval.
- For new initiatives or changes to procedures, proposals are reviewed by the director of operations and put forward for board approval.
- Per IADMS policy, prior to distribution, the Publications Committee must review, edit, and standardize the format for all formal, outgoing publications including, but not limited to, press releases; annual conference abstracts; The IADMS Bulletin; Resource Papers; the Quarterly Newsletter; Infographics, and new pages/sections of the IADMS website, with the exemption of JDMS. The Publications Committee does not routinely review eblasts, social media posts, or the IADMS blog.

Quorum and Meeting Procedures:

- Development Committee meetings will be monthly.
- Informal optional working meetings may also be scheduled to share workload and ensure timely completion of tasks.
- Sufficient notice should be given such that all who wish to participate may attend. There should be respect for scheduling meetings appropriate for all participant work schedules and time zones.
- The board liaison shall be invited to attend all committee meetings as a non-voting guest participant, but they are not expected to attend every meeting. The liaison can help facilitate communication between this committee and the board. The liaison may offer institutional perspectives but should not take a dominant role in any of the committee work, activities, conversations, or decisions.
- Meetings may be held in person, via telephone, or electronic means (like videoconference).
- A quorum shall be greater than 50% of the voting committee members.
- Committee business, including electronic discussions, is confidential and must not be discussed outside the committee.

Governance: Recommendations and decisions of this committee shall be made by consensus when possible. When votes are required, motions are passed based on the majority of the voting members present. Quorum shall be required at all meetings where a decision is made.

Record-Keeping:

- All committee documents, committee reports, and meeting minutes shall be stored on the shared IADMS cloud-based storage service in accordance with current IADMS policy.
- All committee-related communications to external contacts should be sent from the dc@iadms.org or development@iadms.org email address.
- E-mails regarding official business of the committee should be retained during the transition from one committee chair to the next at the end of each term.

This charter was approved by this committee on February 15, 2022, and by the IADMS Board of Directors on December 19, 2021. It should be reviewed for updates and re-approval at the start of each committee term. The charter may be amended by a simple majority vote of the board at any time.