



Committee Charter for US SQUASH

Institutional Advancement Committee

Effective September 18, 2015

I. Establishment and Structure of the Institutional Advancement Committee of US Squash

Set forth below are selected excerpts from the current US Squash By-laws pertaining to the establishment and function of the Institutional Advancement Committee (the "Committee") and are hereby incorporated in this Committee Charter.

Current US Squash By-laws Article IX, Section 10 (3) Institutional Advancement Committee provides:

- a. *Authority.* The Institutional Advancement Committee shall assist the Association reach fundraising goals through donor identification, relationship building, cultivation, and solicitation as well as serve as a forum for new ideas regarding development campaigns, infrastructure, and contacts. The Institutional Advancement Committee shall support all Association Funds. The Institutional Advancement Committee shall also be responsible for such other activities as specified in its Committee Charter.
- b. *Composition.* The Institutional Advancement Committee shall consist of five (5) members, at least three (3) of whom shall be members of the Board. At least one (1) member shall be an Athlete Representative.
- c. *Chairperson.* The Board shall select the Chairperson of the Institutional Advancement Committee who must be a member of the Board.
- d. *Election.* Except when filling a casual vacancy, each regular vacancy on the Institutional Advancement Committee shall be filled by the Board. The one (1) member who is an Athlete Representative shall be selected by the Athletes' Advisory Council.

II. General Committee Charter provisions of the US Squash Institutional Advancement Committee:

Primary Mission and Other Duties

1. It is the primary mission of the Institutional Advancement Committee

- (“Committee” or “IAC”) to assist the US Squash development staff and CEO in the achievement of budgeted fundraising goals through the execution of the Annual Development Plan.
2. The Committee shall also:
 - Participate in cultivation and solicitation for all US Squash Funds including, but not limited to, the Annual Fund, Junior Development Fund, National Team Fund, and Doubles Fund, as well as the Ganek Family US Squash Head National Coach Fund and Endowment Funds.
 - Improve relationships with lapsed donors, advise and assist with the cultivation and stewardship of existing donors, and build relationships with new donors.
 - The IA Committee will be responsible for engaging the full board in service of US Squash’s broader fund development initiatives.

Membership

3. Members of the Institutional Advancement Committee should be individuals who understand the business of US Squash and its needs, and have experience with, or an interest in, fundraising, philanthropy and communication.

Authority and Procedure

The Committee shall have the responsibility to:

4. Monitor, assess, make recommendations, and advise the organization on its development practices and plan.
5. Recommend other individuals from the Board of Directors or outside of the Board to join the IAC.
6. Train and support other Directors regarding development tactics and opportunities for board member engagement within the Fund Development Plan.

Meetings and Reports

7. The Committee shall conduct regular meetings in person or via teleconference no less than two (2) times per year to assess progress towards fundraising goals and establish processes to assist in the achievement of the goals.
8. The Committee Chairperson, or other Committee Member, shall report to the Board of Directors at the quarterly board meetings regarding the progress made by the IAC and US Squash staff against fundraising goals.