

# Charter for the US Chess Development Committee

*Effective September 16, 2020 – Supersedes all previous versions*

## Background

In 2014 US Chess transitioned from a 501(c)(4) to a 501(c)(3) organization, which enabled it to start accepting tax-deductible donations. In 2016 the Executive Board created the Development Committee and charged it with the mission of broadening financial support for US Chess. In 2018 the Executive Board approved the committee's charter, adopted US Chess's Gift Acceptance Policy, and approved the hiring of US Chess's first full-time Director of Development.

## Mission

The mission of the Development Committee is to identify, advise, and assist in cultivating strategic relationships among US Chess and philanthropic organizations and donors.

## Linkage to US Chess Mission, Vision and Goals

*Expanding the depth and breadth of our financial partnerships* with other organizations is essential to promote the game of chess, expand the number of people playing and enjoying the game, inform and engage the chess-playing community and others about the benefits of chess, and increase chess opportunities for low-income and underrepresented segments of society. US Chess also needs to identify and nurture opportunities for new partnerships with additional organizations. Exploring potential partnerships that further the mission of US Chess is a delicate business, whether it involves adjusting the details of an existing partnership or proposing new ones. Most important, engaging potential partners is a process that requires a finessed combination of access to the senior leadership of the partner, the knowledge and understanding of the partner's desires and capabilities, and a thorough acquaintance with US Chess's needs and programs, coupled with a judicious strategic message US Chess is confident will resonate with the partner. Moreover, US Chess seeks to grow its culture of giving among its members and others who have an interest in promoting initiatives that use chess as a tool to enrich lives.

## Objectives

- A. Review, identify, and recommend ways to improve existing strategic relationships to support US Chess's goals and strategic objectives.
- B. Research, identify, and recommend new strategic relationships to support US Chess's goals and strategic objectives.
- C. Categorize, evaluate, and analyze US Chess's demographics and relationships data to provide recommendations on current donation patterns and trends and recommended future strategic campaigns.

## Composition

The committee will consist of no more than 15 persons (an odd number is strongly preferred). Persons nominated to serve must be willing to participate actively in email discussions, phone conferences, internet-based collaboration groups, and a workshop at the annual U.S. Open (in person or by phone). The committee will include:

- 1 Chair, elected by the committee and subject to approval by the Executive Board

- 1 Vice Chair, elected by the committee
- 4 or fewer members of the Executive Board
- 9 or fewer members-at-large, appointed by the Chair and subject to approval by the Executive Board

## Operations

- A. **Election of Chair and Vice Chair.** Each year the committee will elect a Chair and Vice Chair from among committee members. They will serve in these capacities, respectively, for 1 year. The Chair can be re-elected but may not serve as Chair for more than 3 consecutive years. The Vice Chair may serve an unlimited number of consecutive years.
- B. **Procedures.** The committee will meet for 1-2 hours 6 times per year: 3 times in person (at the K-12 Grade National Championships, Elementary School National Championships, and U.S. Open) and 3 times via the internet or by phone. If emergency conditions restrict US Chess from running the K-12 Grades, Elementary Nationals, or U.S. Open as on-site events, then the committee will meet via the internet or phone, instead. The committee will invite the Executive Director and the Director of Development to attend the meetings. The Chair will set the schedule and meeting agenda for committee meetings, publishing it at least one week before the meeting. The Vice Chair will run meetings in the absence of the Chair. Committee procedures will adhere to the norms of *Robert's Rules of Order*, with matters for decision being voted upon by the committee. The majority vote will prevail.
- C. **Working with the Director of Development, Executive Director, and Executive Board.**
1. The Chair will work with the Director of Development, Executive Director, and Executive Board to further the goals detailed above in the Background, Mission, and Objectives sections of this charter.
  2. Before each meeting the Chair will coordinate with the Director of Development to draft the meeting agenda.
  3. Before each meeting the Chair will consult with subcommittee chairs about their upcoming reports to the committee. The Chair and Director of Development will work with subcommittee chairs to set annual goals, and at each meeting subcommittee chairs will update the committee on their work to achieve those goals. The current permanent subcommittees are:
    - A. Corporations
    - B. Events
    - C. Individuals

At least 1 EB member will serve on each subcommittee, but EB members will not chair the subcommittees.
  4. At each meeting the Director of Development will update members on recent developments affecting the committee's work and provide guidance on how the committee can help advance US Chess's mission.
  5. At each meeting the Executive Director will update members on recent developments more broadly affecting US Chess and provide guidance on how the committee can help

advance US Chess's mission.

6. When the committee meets in person at the K-12 Grade National Championships and Elementary School National Championships, committee members will help run US Chess's Hospitality Suite by seeking to cultivate relationships with parents and other attendees who could become future or remain current donors to US Chess. Committee members will steer particularly promising donor prospects to meet with the Director of Development and Executive Director, who might otherwise be using the Hospitality Suite as a home base, while conducting additional US Chess business.
  7. When considering new members-at-large (who are subject to approval by the Executive Board), the Chair will consult extensively with the Director of Development and Executive Director.
- D. **Committee Members' Annual Donations to US Chess.** When making an appeal to potential donors, committee members can make a more compelling case for giving to US Chess by demonstrating their personal financial commitment to US Chess. An annual, meaningful financial contribution to US Chess will enable committee members to present themselves as exemplary donors to potential donors.
- E. **Annual Meeting and Report.** The Chair will prepare and submit an annual report to the Executive Board in time for publication and distribution in the *Delegates Call* at the U.S. Open. Committee members will make every effort to attend in person the Development Workshop held each year during the U.S. Open.
- F. **Confidentiality.** Committee members will keep confidential any information related to ongoing or planned partnerships with persons external to the committee. Committee members will not make direct contact with an existing or proposed partner organization without first coordinating with the Executive Director, the Director of Development, and/or the Executive Board Liaisons.

## **Budget and Resources**

The committee does not have an operating budget. Committee members will not receive financial compensation for their activities. Any requests for funds to support committee activities must be presented to and approved by the Executive Director.