

Pentacle Theatre Committee Charter	Development Committee
Approved by: Chris Fletcher, President	Effective Date: Jan. 27, 2020

**Purpose**

The purpose of the Development Committee is to provide guidance and input into all aspects of Pentacle Theatre’s development strategy and practices in order to meet annual income goals. The Development Committee does not have purview over the Pentacle Theatre Fundraiser.

**Membership**

The Development Committee, a standing committee, reports to the Governing Board and the Executive Director. It will consist of no more than six members: the chair of the committee, one Board member, and four additional members. A secretary shall be appointed to keep minutes.

**Committee charge**

The Development committee is charged to:

- Develop an annual development strategy for Pentacle Theatre
- Review progress toward annual fundraising goals.
- Support Development Committee efforts (e.g., the Thank You event, special speakers, etc.)
- Review mid-year and/or year-end appeal letters
- Encourage a culture of gratitude toward Pentacle Theatre donors
- Forward ideas and proposals that require additional support or approval to the Board of Directors

**Meetings**

The Development Committee will meet, on average, once per month for one hour. Additional work, in-between meetings may arise as needed.