



CFPA Development Committee Charter

APPROVED BY THE CFPA BOARD – MAY 27, 2026

Purpose

The CFPA Development Committee champions the growth of philanthropic support that fuels our mission. Committee members partner with staff and other board members to strengthen donor relationships, expand fundraising strategies, and inspire investment in trails, forests, and environmental education—ensuring CFPA has the resources to protect and care for Connecticut’s lands for generations to come.

Authority

The Development Committee is a committee of the Board established under Article 5.1 of the By-Laws.

Membership

1. The Development Committee will consist of the Development Director, Development Assistant, a Board Director who is appointed by the Board to serve as Development Committee Chair, and other Board Directors who are approved by the Board at the Annual Meeting.
2. The Board, with consultation from the Development Director, may fill vacancies on the Development Committee and may remove a member from the Committee at any time, with or without cause.
3. Only Board Directors and staff may serve on the Development Committee.

Operations

1. The Development Committee will meet at least 6 times a year, generally on the second Tuesday of each month.
2. The Development Director will preside over the Committee meetings. A majority of Committee members will constitute a quorum. Committee approvals will require a vote

of the majority of the Committee members present at a meeting at which a quorum is present.

3. The Development Committee will report its activities to the Board on a regular basis and will keep minutes of its meetings.
4. The Development Director and Development Committee will review this charter periodically and recommend any proposed changes to the Board for review. The Board may amend this charter at any time.

Key Responsibilities

1. Write and send personalized thank-you notes to donors
2. Make stewardship and gratitude calls to donors
3. Conduct donor outreach during campaigns and appeals
4. Stay informed about CFPA's fundraising goals, progress, and revenue needs
5. Participate in and actively support CFPA events
6. Serve as ambassadors for the Winslow Society
7. Strategize and advise on fundraising methods and campaigns
8. Participate in donor meetings alongside staff when appropriate
9. Share personal CFPA stories and impact messaging with peers and networks
10. Provide feedback on donor communications, appeals, and messaging
11. Help open doors to corporate, foundation, and community partnerships
12. Champion CFPA's mission in the community and at the State level
13. Lead by example through personal philanthropic support of CFPA
14. Evaluate fundraising efforts and recommend improvements